

NOTICE OF JOB OPENING

Position/Title:	Department:	
Pay Scale:	Location:	
Reports To:	Exempt Non-Exempt	Temporary Part-time
POSITION SUMMARY		
ESSENTIAL JOB FUNCTIONS		
1.		
2.		
3.		
4.		
MINIMUM REQUIREMENTS		
EDUCATION		
EXPERIENCE		
SKILLS AND KNOWLEDGE		
Position Posting Date:	Position Closing Date:	

This company is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with Federal, State and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment. The company desires to keep a work environment free of sexual harassment or discrimination based on race, religion, ethnicity, national origin, sexual orientation, physical or mental disability, marital status, age or any other status protected by Federal, State or local laws.