**Job Description**

**Employee Name:**

**Job Title:**

**Department:**

**Reports to:**

**FLSA Status:**

**FTE:**

**Prepared by:**

**Prepared Date:**

**SUMMARY**:

**ESSENTIAL DUTIES and RESPONSIBILITIES**:

**SUPERVISORY RESPONSIBILITIES**:

**EDUCATION, EXPERIENCE and SKILLS**:

* *Education*:
* *Experience*:
* Ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff, alumni, parents, and friends of the college

**PHYSICAL DEMANDS and WORK ENVIRONMENT**: