**Job/Position Description**

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| **OVC Office:** |
| **Job Title:** | **Position Title:**  |
| **% Effort:** | **Date:** |
| **FlexWork Arrangement (primary expectation)**☐ Remote Primary: Comes into office as needed or for special events.☐ Hybrid-Formal: Set Schedule (ex. M/W/F in office, T/Th remote)☐ Hybrid-Flex: Employee determines days in office and days remote (within parameters)☐ Office Primary: May work remotely on occasion |

**Overview Statement: *(Include a brief summary of the primary objectives/goals of position)***

**Characteristic Duties and Responsibilities: *(List the essential functions of the job in either bulleted or paragraph form)***

**Supervision Received: *(Job Title of the manager/supervisor this person reports to)***

**Supervision Exercised: *(List the job titles and number of employees who report to this person)***

**Qualifications and Education:**

***(List educational requirements, years of experience, technical skills, general knowledge, special skills and abilities needed to perform the job)***