**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)***