

Clark Atlanta University Job Description

Position Title:	
Employee:	
Department:	
Reports To:	

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

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Examples of Duties and Responsibilities:

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Knowledge, Skills and Abilities

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Minimum Hiring Standards

Education	
Years of Experience Required	
Years of Management/Supervisor Experience	

Employee

Date

Manager/Supervisor

Date

Human Resources

Date