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**UEC POSITION VACANCY TEMPLATE**

**Job Title:** Click or tap here to enter text.

**Grant/Project/Department Name**: Click or tap here to enter text.

**Position Description (Summary):** Click or tap here to enter text.

**Budget/Contract Period:** Click or tap here to enter text.

**Eligible for possible reappointment?** [ ] Yes [ ] No

**Number of openings:** Click or tap here to enter text.

**Work Location:** [ ] On campus? If yes, [ ] SB or [ ] PDC

[ ] Off campus? City(s): Click or tap here to enter text.

**Status:** [ ] Exempt (HR Approval Req’ d) [ ] Non-Exempt **HR Use only:** [ ] MFT [ ] SEFT

[ ] Benefited (>20 hours) [ ] Non-Benefited (<20 hours) [ ] SBFT [ ] HBPT [ ] HPT

 [ ] TeleLang

Anticipated # of hours per week: Click or tap here to enter text.

Work Schedule: Click or tap here to enter text.

**Pay Range (HR Approval Req’d):**

[ ] Salary (Full time 40 hours only): Click or tap here to enter text.

[ ] Hourly range (<40 hours) Click or tap here to enter text.

**Summary (Dept/Proj Description):**

Click or tap here to enter text.

**Reports to (Supervisor Title):** Click or tap here to enter text.

**Supervises others**? [ ]  Yes [ ] No

**Typical Duties:**

Click or tap here to enter text.

**Minimum Qualifications:**

 **Education:** Click or tap here to enter text.

 **Experience:** Click or tap here to enter text.

 **Additional Qualifications:**

 Click or tap here to enter text.

**Preferred Qualifications:**

Click or tap here to enter text.

**Supplemental Information (supplied by UEC HR)**

 **Background Components (HR Only)**

[x] CrimHis [ ] LiveScan [ ] DMV [ ] Credit

[ ] Edu [x] Emp [x] Ref

[ ] **Benefit Info**