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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)**

CrimHis LiveScan DMV Credit

Edu Emp Ref

**Benefit Info**