



TEXAS COLLEGE

JOB DESCRIPTION FORM

DEPARTMENT:

TITLE:

REPORTS TO:

COST CENTER:

SALARY RANGE:

ESSENTIAL JOB QUALIFICATIONS: - Requirements an individual must meet in order to be eligible for the position, including:

Previous experience required:

General, technical, or special education required:

Customer relation skills/team work/professionalism:

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NON-ESSENTIAL JOB QUALIFICATIONS - Non-mandatory attributes that will enhance an individual's chance for success:

POSITION DUTIES:

The content of this document is not intended to be an exhaustive list of all responsibilities, duties & skills required of personnel so classified. If you have any questions regarding this information, please contact the Human Resources office.

Approvals:

Supervisor

(Date)

Division's V.P.

(Date)

Director, Human Resources

(Date)

President

(Date)