

**Lac Courte Oreilles Ojibwe University (LCOOU)**  
**Position Description No. (No. from HR Director)**



**Position Title:**

**Reports To:**

**FLSA Status:** (Exempt or Non-Exempt)

**Annual Contract:** (Full-time or Part-time \_\_\_\_ hours per week, \_\_\_\_ Weeks per Year)

**Rate of Pay:** (May have a minimum and maximum with Dependent on Qualifications)

**Date Prepared:**

**General Position Summary:**

Short narrative summary of the purpose of the position

**Key Responsibilities:**

- Bulleted list of those items this position has responsibility for.
- Other duties as assigned should always be listed as the last item in the list.

**Minimum Qualifications:**

- Educational background or requirements
- Include any specific type of length of experience requirements here.

**Preferred Qualifications:**

- Nice to have but not required.

**Knowledge, Skills, and Abilities Required:**

- Good idea to list but not required.

**Work Environment:**

- List any special work environments – i.e. office environment, outdoors, etc.

**Reportability:**

- List who the position reports to again.

**Supervision:**

- List the position titles the position supervises if any.