

TYPE JOB TITLE HERE

*Type Office or Department Name Here*

## *POSITION SUMMARY*

Please use this space to provide two or three sentences to describe the position and, where appropriate, the project.

## *SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS*

In most cases, it is difficult, if not impossible, to list every duty that someone will perform. In this area, please list the major responsibilities of the position. Typically, positions will have at least three responsibilities and no more than twelve responsibilities. Use as many lines as you need.

1.
2.
3.
4.
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## *QUALIFICATIONS*

Qualifications should be listed as either:

* Minimum Qualifications - any qualification (knowledge, skill or ability required to do the job) listed in this section will be considered absolutely necessary. For future searches, if a candidate does not have any particular minimum qualification, they will be considered to be not qualified for the position and not considered further.
* Preferred Qualifications - preferred qualifications are those that may be desirable (or highly desirable) but not absolutely essential to perform the position. If a candidate in a future search does not have a preferred qualification, they can still be considered as a qualified candidate.

## *APPLICATION INSTRUCTIONS*

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to **resumes@oxy.edu****.**

*As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check.  Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*

*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.*