TEACHERS COLLEGE

COLUMBIA UNIVERSITY

OFFICE OF HUMAN RESOURCES

**job description Template**

**JOB TITLE:**

**INCUMBENT:** TBD

**DEPARTMENT**:

**LAST UPDATED:** [Month / Year]

**SUPERVISOR:**

**BASIC FUNCTION**: [Add the position summary here]

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

* Add essential duty here (%)
* Add essential duty here (%)
* Add essential duty here (%)
* Add essential duty here (%)

**MINIMUM QUALIFICATIONS:**

[Add Education or equivalent years if education and experience here]

[Add required skills here]

**PREFERRED QUALIFICATIONS:**

[Add preferred qualifications here]