**Utica College**

**[Department Name]**

**1600 Burrstone Road, Utica, NY 13502**

**[Position Location]**

**[Position Name and Position #]**

**[Purpose/role with engagement questions]**

**Work Responsibilities**

* **[Work responsibilities/duties]**

**Qualifications**

* **[Qualifications]**

**Reporting Structure and Supervision**

* **[Name of supervisor and email]**
* **[Evaluation procedure and schedules]**

**Additional Information**

Prevailing minimum wage.