Job Description Sample Template

*As of July 1, 2025, we are switching to a new Online Hiring Center (OHC) that will replace PARS. Please reach out with any questions or concerns to the PWC Employment Team.*

Working Title:Reports To (title):

Department:

FTE:

Index & Account 1

Index & Account 2

Index & Account 3

Identify Source of Funding

Budget Comments

Job Summary/Basic Function

Minimum Qualifications

Preferred Qualifications

Knowledge, Skills and Abilities

Non-Essential Responsibilities and Duties

Job Duties, with % and sequence.

*Please keep in mind that this is a draft template. Your official template must be submitted through the NeoEd Online Hiring Center (OHC). For questions, please contact Cindy Barela, Director of Employment & Onboarding,* [*cindy.barela@slcc.edu*](mailto:cindy.barela@slcc.edu)