

# TALLADEGA COLLEGE JOB DESCRIPTION FORM

**Job Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Reports to:** \_\_\_\_\_

## **Job Responsibilities:**

Summary of the basic responsibilities or goals of the job, including its scope or limitations.

## **Specific Duties:**

Numerical Listing of the specific duties or performances necessary to carry out the above mentioned responsibilities.

## **Qualifications:**

Educational requirements, certification or licensing standards, experience and basic knowledge requirements.

**Prepared By:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Additional sheets may be attached if necessary**