



Trinity Valley Community College
Job Description
Title

Classification:		Coordinating/Non-Coordinating:	
FLSA Status:		TVCC Job Code:	
DBM:		Travel Required:	
IPDEDS CODE:		Employment Status:	
BLS SOC #:		Length:	
FUND:		TRS POS. CODE	

PRIMARY PURPOSE:

—

REPORTS TO:

—

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

—

PREFERRED:

—

EXPERIENCE REQUIRED:

—

PREFERRED:

—

OTHER LICENSES OR CERTIFICATIONS:

—

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
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| • — | • — |
| • — | • — |
| • — | • — |
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RESPONSIBILITIES:

- —
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.



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WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

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- -
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- -

PHYSICAL DEMANDS

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- -
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- -

MENTAL DEMANDS:

- -
- -

All TVCC positions are security sensitive and require a criminal background check.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved:

Revised:

JDXXX