

## Letter of Appointment (Salaried)

### Job Description Form

Required fields are highlighted in **red** and with a \*

Business Title\*

Requested LOA Salaried Job Profile\*

Hours Per Week\*

Weekly Pay (cannot be less than \$684 per week)\*

BRIEFLY describe and group the primary duties of the position into 1 to 3 major categories of responsibilities.

#### Primary Job Category

Define the group of primary duties (Event Management, Budget/Finance, Program Coordination, etc...)

#### % of Total Job

Assign percentage of time spent performing job duty. The combined “% of Total Job” for Primary/Essential Functions and Marginal Functions should add up to 100% of the job.

% of Total Job*	<b>Primary Job Category #1*</b>
Primary Job Duties*	
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	
% of Total Job	<b>Primary Job Category #2</b>
Primary Job Duties	
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	
% of Total Job	<b>Primary Job Category #3</b>
Primary Job Duties	
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	

#### Required Minimum Education (Optional)

Bachelor's

Master

PhD

MD

Clear Selection

#### Background Check Required\*

Yes

No

#### Required Minimum Experience\*

#### Required Knowledge, Skills, Abilities\*