**Working Title**

**Department**

The University Corporation at Monterey Bay is a non-profit institution that is related and affiliated with the California State University, Monterey Bay. The University Corporation at Monterey Bay is a nonprofit 501(c)(3) public benefits corporation that is a recognized auxiliary organization of California State University and was established in July 1994. The University Corporation’s mission is to further the educational purposes of the University. The University Corporation at Monterey Bay is an equal opportunity employer and is committed to building a pluralistic university by hiring personnel with competencies and experience related to the regional and State Population. The University Corporation at Monterey is committed to a standard of excellence in the services it provides and in the quality of work expected of its employees.

**DEPARTMENT/PROGRAM SUMMARY** *(optional)*

Click or tap here to enter text.

**POSITION SUMMARY**

Click or tap here to enter text.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include. but are not limited to. the following:**

Click or tap here to enter text.

**OTHER FUNCTIONS**

1. Performs other duties as assigned.
2. (e.g. Attend workshops, conference)

**PHYSICAL WORK ENVIRONMENT**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<< Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information. >>

**WORK LOCATION**

* Hybrid Position
	+ [ ] % minimum in-office/on-site following the initial training period.
	-OR-
* On-Site Position
* Work Location: [ ]

**KNOWLEDGE, SKILLS, AND ABILITIES**

Click or tap here to enter text.

**MINIMUM QUALIFICATIONS**

Education and Experience:

Click or tap here to enter text.

**DESIRABLE QUALIFICATIONS**

* Demonstrated understanding of and commitment to the CSUMB Vision Statement and the core values of mutual respect, collaboration and service orientation, multiculturalism and diversity, community service and institutional excellence.
* Click or tap here to enter text.

**SPECIAL CONDITIONS OF EMPLOYMENT (HR will populate based on RTR)**

**SALARY AND BENEFITS (HR will populate based on RTR)**

**POSITION ASSIGNMENT:**

**Reports to**: Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Salary Grade**: Staff, Grade [ ] -or- Management, Grade [ ]

**Job #:** << >>

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I acknowledge receipt of this job description.*

Incumbent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_