

# NORTHWESTERN HEALTH SCIENCES UNIVERSITY JOB ORDER

DATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

REPORTS TO: \_\_\_\_\_

SALARY RANGE: \_\_\_\_\_

DAYS & HOURS: \_\_\_\_\_

REPLACES: \_\_\_\_\_

SUMMARY OF RESPONSIBILITIES:

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Department Head

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Division Head

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Human Resources

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Vice President of Administrative Affairs

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
President