

EMPLOYEE INFORMATION

Position Title:
Last First

SUPERVISOR INFORMATION

Supervisor's Title:
Last First

Supervisor Email Supervisor Phone #

PURPOSE OF POSITION

ESSENTIAL POSITION DUTIES AND RESPONSIBILITIES (USE BULLET POINT FORMAT)

**Other duties as assigned.*

MINIMUM QUALIFICATIONS

Education:
(if applicable)

Experience:
(if applicable)

Skills:
(if applicable)

Other:

PHYSICAL REQUIREMENTS AND OTHER CONDITIONS OF EMPLOYMENT

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily for any position that the CSUDH Foundation deems sensitive. Sensitive positions are those requiring heightened scrutiny of individuals holding the position based on potential for harm to children, concerns for the safety and security of people, animals, or property, or heightened risk of financial loss to the CSUDH Foundation or individuals in the university community. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees.

All employment with California State University, Dominguez Hills Foundation is at-will and shall continue only upon the mutual consent of the Foundation and the employee. This means that an employee may terminate his or her employment with the Foundation at any time with or without cause or prior notice and that the Foundation may terminate an employee's employment at any time with or without cause or prior notice.