# [Job Title]

Location: [city, state]

Department:

Reports to: [title]

Supervisory Responsibility: [Individual Contributor or Supervisory Role]

Full-time or Part-time:

**HR Use Only:**

**FLSA Status:** [‘Exempt’ or ‘Non-exempt’]

**NAICS Code**:

**Objective**

2-3 sentences describing the job, who it reports to, and its general purpose

**Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

#  [6-10 Bullet Points, in order of importance]

* Fulfill other duties as assigned

**Minimum Requirements**

**Preferred Requirements**

**Work Environment/Conditions**

*Moody Bible Institute is a Christian-based Higher Education and Media Ministry. We exist to equip people with the Truth of God’s Word. If you are mission-minded, and have a servant’s heart, join us as we look to further impact the Kingdom of God.*

[Basic Information regarding the environment (i.e. location, working hours, physical expectations)]