# [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 at Moody.

**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 by the [title]

**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)]

**Additional Information**

Moody Bible Institute is a Christ-centered, multicultural community that values and seeks faculty and staff who are committed to diversity, work effectively with diverse populations, and engage others in ways that honor our rich cultural mosaic and biblical foundation. Candidates must align with MBI’s Christian identity.  Employees are expected to sign a Statement of Faith and adhere to the Community Standards.

We comply with all applicable laws pertaining to nondiscrimination on the basis of race, color, national origin, sex, age, disability, and any other applicable legally protected category.  As a religious institution, we have the right to, and do, require that employees hold beliefs consistent with our Doctrinal Statement and conduct themselves in a manner consistent with our religious beliefs, as explained in our Community Standards.