



Administrator's Position Description

POSITION TITLE: _____

DEPARTMENT: _____

REPORTS TO: _____

JOB SUMMARY

MAJOR DUTIES AND RESPONSIBILITIES

- Promote a positive image of Concordia College.
- Respond in a timely manner, respect confidentiality, listen effectively, value others' opinions.
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- Complete other duties as assigned.

MINIMUM QUALIFICATIONS

APPROVED BY: _____

DATE: _____