

EXPERIENCE REQUIREMENTS

OACETT's admissions committee uses the information from the job description, resume and professional reference questionnaires to assess your work experience. Therefore, it is important to provide thorough and precise information for the committee to accurately assess your experience.

Job Description

A job description summarizes the duties of a position and states the essential responsibilities of the job.

REFER TO:

- SECTION 1 - clear guidelines explaining how to present your job description and what it should contain
- SECTION 2 – if you are self employed
- SECTION 3 – if you cannot access a job description
- SECTION 4 - provides a sample job description

SECTION 1 - Job Description Guidelines

The job description is a formal document and must be on company letterhead. Your supervisor, manager or other responsible representative of the employer must attest to its current accuracy by including on each page their name, certification or licensure if applicable, title, signature and date of submission to OACETT. This information must be clearly legible.

Include as many of the sections below as possible. If information or specific details are missing, the admissions committee may not be able to give you as much credit as possible for your experience, or it may delay the review if we need to contact you for more information.

- Employment data:** This section should precisely list the company name, address, and contact information; name and title of immediate supervisor or other relevant reporting structure information; and the specific date you began in the position including year/month/day.
- Position Summary:** This section should provide an overview of the job including a summary of the functions, responsibilities, reporting level, autonomy and risk involved, financial responsibility of the position including the scope of the projects or department managed if any.
- Specific Details of the Position:** Details of the position should be listed in specific statements of activities, functions and responsibilities with % of time spent on each. This section should group similar functions together. For example, group technical

Sample Job Description For Oacett

Léo Pomar



Sample Job Description For Oacett:

Sample Job Description For Oacett: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have charmed audiences this year. Sample Job Description For Oacett : Colleen Hoover "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Sample Job Description For Oacett : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Sample Job Description For Oacett : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Pape, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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