



JOB POSTING NOTICE

All applications will be reviewed and selected for posted positions without regard to race, color, religion, national origin, sex, age, marital status, or disability.

Job Posting #		Position/Status/Grade	Location
10-016		Contract Review ***Temporary Position*** Duration: 4-6 weeks Salary: \$15.00 - \$20.00 per hour (DOE)	Facilities Department, Medford, OR

Summary:

This position requires someone who is able to read and understand risk and liability issues within legal contracts. The person will glean this information from the contracts that they will then key into our new Vendor Management software program.

We anticipate that this project will take 4 to 6 weeks to complete.

Note: A temporary position is paid hourly and is not eligible for benefits.