



# Position Management

## Determining Qualifications

### USC Minimum Qualifications:

- Minimum qualifications for each USC Market Title determined based on the assigned level within the USC Market Structure Leveling Guide. (Add Link)
- These are intentionally broad to provide flexibility and to serve as a guide in establishing the minimum qualifications for the position.

### Position Specific Minimum Qualifications:

- Reflect the minimum education and/or experience specifically needed for the position.
- Should include additional needs such as certifications, licensure, specific areas of experience, etc.
- This is the minimum which candidates must meet to qualify for the job.
- Supplemental questions on the posting will be aligned to these qualifications to screen applicants.

### Preferred Qualifications:

- Preferred qualifications are higher standards for education, experience, and/or personal attributes which significantly enhance a candidate’s ability to perform the job, but the candidate does not have to possess.
- May be used to distinguish better qualified candidates.

### Example:

#### **Administrative Assistant:**

USC Minimum Qualifications	Typically requires a high school diploma and 1 or more years of experience.
Position Specific Minimum Qualifications	Associate Degree, 2 years work experience in an office setting, or an equivalent combination of education, training or experience.
Preferred Qualifications	Administrative support work experience, utilizing Microsoft Office applications, assisting customers/clients/students in person and via email.