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:

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

Revised 10/31/2022