JOB DESCRIPTION TEMPLATE INSTRUCTIONS

Following are key questions and considerations for each section. Please refer to these as you write a job description.

Position Information
The position title should reflect the true nature of the job. The department name and date of the revision should also be included at the top of the position description.

Primary Purpose of Position
Summarize the overall nature and scope of the position in a few sentences.
- Emphasize contribution to attainment of departmental goals
- The summary should answer the questions: Why does the job exist? How is it linked to the mission of the University and the goals of the department?
- Reporting relationship, FTE, FLSA status, Percent Year and, if applicable, approved fixed-term dates.

Job Responsibilities
These are the 3-5 essential functions of the position. Each should account for at least 20% of the incumbent's time.
- Present the responsibilities in order of importance and complexity

Representative Duties
This section should illustrate highly representative examples of the responsibilities listed above, and exemplify breadth and depth of essential functions.
- Use verbs and explanatory phrases to describe the duty/responsibility (no jargon)

If the list is too long, test each responsibility to ensure that:
- The position exists explicitly to accomplish this function;
- The incumbent in this position would be hired for his or her ability or expertise to perform this function.
- Eliminate responsibilities that do not meet these criteria.

Qualifications (knowledge, skills and abilities)
Summarize the minimum requirements needed to identify qualified candidates for this position. Examples of qualifications are:

- Educational requirements
- Work experience
- Certifications
- Software skills
- Other necessary knowledge and/or expertise

Qualifications may also include such traits as communications ability, supervisory skills, problem solving ability, etc.