

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.

Physical Demands

This section should list the physical demands that must be met by an employee to successfully perform the essential functions of the job.

(Examples)

- Considerable time is spent at a desk using a computer terminal
- Ability to travel to various locations
- Attending conferences or training sessions within Bay Area or in- or out-of-state locations

Work Environment

This section should describe the work environment the prospective employee should expect to encounter while performing the essential functions of this job.

(Examples)

- Typical office and computer lab environment
- Mostly indoor office environment with windows
- Offices with equipment noise
- Offices with frequent interruptions



JOB DESCRIPTION
STAFF
DEPARTMENT

Position Title:
Position Number:
Position Type
Job Code Title:
Job Family:
Job Code:
Job grade:
FTE:
Status (Exempt/Nonexempt):
Department:
Reports to:
Approved By: _____ Date: _____
Staffing, Human Resources (Name and Signature)

A. POSITION PURPOSE

(Purpose Here)

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Functional Area

- Task Statement which answers the questions of Does What? to What or to Whom? Why? and How?
- Task Statement

2. Functional Area

- Task Statement
- Task Statement

3. Functional Area

- Task Statement
- Task Statement

4. Other duties as assigned.

C. PROVIDES WORK DIRECTION

(Indicate if Applicable)

D. GENERAL GUIDELINES

Add or Remove as necessary

(Indicate if Applicable)

1. Recommends initiatives and implements changes to improve quality and services.
2. Identifies and determines cause of problems; develops and presents recommendations for improvement of established processes and practices.
3. Maintains contact with customers and solicits feedback for improved services.
4. Maximizes productivity through use of appropriate tools; planned training and performance initiatives.
5. Researches and develops resources that create timely and efficient workflow.
6. Prepares progress reports; informs supervisor of project status; and deviation from goals. Ensures completeness, accuracy and timeliness of all operational functions.
7. Prepares and submits reports as requested and required.
8. Develops and implements guidelines to support the functions of the unit.

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items below are representative of the knowledge, skills, abilities, education, and experience required or preferred.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. **Knowledge**
(List required knowledge)
2. **Skills**
(List required skills)
3. **Abilities**
(List required abilities)
4. **Education**
5. **Years of Experience**

F. PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, SCU provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets skill, experience, education, or other requirements of the position, and who can perform the essential functions of the position with or without reasonable accommodation.

(Examples)

Add or Remove as necessary

- Considerable time is spent at a desk using a computer terminal.
- May be required to travel to other buildings on the campus.
- May be required to attend conference and training sessions within Bay Area or in- or out-of-state locations.
- May be required to occasionally travel to outside customers, vendors or suppliers.

G. WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.

(Examples)

- Typical office environment.
- Mostly indoor office environment with windows.
- Offices with equipment noise.
- Offices with frequent interruptions.

Add or Remove as necessary