Job Description Form

Instructions

Complete all fields below. Guidelines are given in italics.

**NOTE: DO NOT COPY AND PASTE THE HEADINGS IN THIS FORM INTO TALENTLINK!**

Ensure that you follow the instructions for pre-populating the Job Ad and Job Req Details outlined in the TalentLink job aids. This is required in order for TalentLink to populate fields correctly.

Position Information

* Job Title:
* Department/School:
* Department Code:
* Job Type: *[Choose One]* Officer of Administration/Support Staff – Union/Support Staff – Non-Union
* Salary Grade:
* Bargaining Unit:
* Regular/Temporary:
* End Date if Temporary
* Hours Per Week:
* Title this Position Reports to:
* Salary Range: *[For Support Staff, enter minimum annual salary. For Officers, enter “Commensurate with experience]*

Position Summary

*The purpose of every job is "to do something." In a few sentences, give the basic reason or purpose of this position, its key responsibilities and its place in the organization’s structure or workflow; as opposed to a broad description of the duties involved. Begin with the position to which this job reports, and include relevant funding and/or extension language at the end in bold.*

Responsibilities

*To comply with Americans with Disabilities Act (ADA), essential functions of the position must be clearly defined and itemized. These are primary job duties that are intrinsic to the position. Basic skills, experience, education, physical and/or cognitive requirements should mirror essential functions of the Job to be performed and vice versa.*

*Number each principal task and begin with an action verb. List tasks in descending order of importance and indicate amount of time in multiples of 5% devoted to each. Avoid the use of ambiguous words and terms, such as “handles” or “deals with.”* ***The final item for all jobs should be “Performs related duties & responsibilities as assigned/requested.”***

Minimum Qualifications

*Indicate the minimum educational requirements or acceptable equivalent experience necessary to satisfactorily perform the job.* *(This is based on the qualifications provided by CUHR for each grade. If a range is given for years of experience, choose a number within the range).*

Preferred Qualifications

*Indicate the preferred or desired qualifications for this role.*

Other Requirements

*Indicate the additional position-specific, minimum qualifications required for this role.*

Supervisory Responsibilities

*Briefly state the type of supervision the incumbent exercises over subordinates, including student workers. Specify whether supervision of subordinates is direct or indirect. Examples: “Directly supervises activities of 3 Assistant Directors,” or “Indirectly supervises activities of 6 Placement Officers.” Indicate whether supervisory authority includes right to hire, fire, and promote subordinates.*

Responsibilities for Budget/Assets

*Identify responsibility for budget or assets, the dollar amount which incumbent oversees and/or administers. In general, it is the amount for which the incumbent has signatory authority.*