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 dept 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**
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.