position description

Date:
Title:
Department:
School:
Location:
Supervisor Name and Title:

POSITION OBJECTIVE
Provide a brief summary of the scope, objective or role, and key responsibilities (typically three to four) of the position. Describe how the position supports, contributes, or is linked to the organization’s or program’s mission. If the position supports research, briefly describe objective of project.

ESSENTIAL FUNCTIONS
1. This section (duties and responsibilities) should use action statements of key work activities to achieve the position objective. Limit this section to current essential duties and responsibilities each of which accounts for more than 5 percent of the position.
2. List them in descending order of importance and indicate the percentage of time spent on the duties.
3. Use clear and concise language; closely related duties should be grouped together in one responsibility statement.
4. Avoid gender-based language.
5. To the extent practicable, please use action verbs with an implied subject (who) and explicit work objects and/or outputs (what).

NONESENTIAL FUNCTIONS
1. List duties that are marginal or infrequent.
2. Perform other duties as assigned.

CONTACTS This section is important in rating the position, so please give it thought and consideration when developing the position description. Indicate who the incumbent will have contact with (i.e., department staff, students, potential donors), the frequency (i.e., infrequent (up to 5%), occasional (6-15%), moderate (16-30%), regular (31-45%), frequent (46-65%), and continuous (66+) and for what purpose (i.e., provide information, resolve complaints, solicit donations).

Department:
University:
External:
Students:
SUPERVISORY RESPONSIBILITY

Direct supervisory responsibility includes the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline subordinate employees or effectively recommend such actions. List the job titles of the direct report under supervisory responsibility (refer to organization chart).

QUALIFICATIONS

Experience: List the basic (minimum) experience needed to be successful in the position.

Education/Licensing: List the basic (minimum) education, certification, and/or licensing needed to be successful in the position.

REQUIRED SKILLS

1. List those measurable or observable knowledge, skills, abilities, and/or behaviors that are required to succeed in performing the essential functions.

WORKING CONDITIONS

Identify the working conditions and physical demands which relate to the essential functions of the position, such as working indoors/outdoors, working with exposures to hazards, etc. Include special considerations for the position, such as occasional travel or necessary overtime.

DIVERSITY STATEMENT

In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply.