

JOB DESCRIPTION WRITING GUIDE

This guide provides the basics of writing a job description and covers the following sections of the job description:

- + **Position Details**
- + **Job Duties** ("What you do")
- + **Performance Standards** ("How you do it")
- + **Job Factors**

For more comprehensive instruction, the Compensation Department offers Job Description workshops to provide administrators, managers, supervisors, and staff employees with the necessary tools to write effective job descriptions. Please see the Compensation Main page or FSDP page on the Organization Development website for dates and times of the next Job Description Workshop available to you.

POSITION DETAILS

This Position Details section contains general information about the job – the current or requested classification, working title, pay range, exemption status, department name and number, position number, percentage of effort, the job description summary, comparable positions, etc.

Working Title – The working title for a job should be based upon the main function or role of the job. It is important to stray away from vague and very specific job titles, instead create a working title that appropriately describes both the level of responsibility and role of the job. Here are some examples of good working titles and those that need some improvement:

Good Working Titles

Program Director
Administrative Assistant
Help Desk Support Analyst
Business Manager

Working Titles that need improvement

Director of the XYZ Program at the School of AB
Assistant to the Director of ABC Dept
Systems Programmer III
Administrator III

Job Description Summary – The job description summary:

- Contains 1 - 3 paragraphs
- Summarizes the main points of the job description which may include key responsibilities, functions, and duties; education and experience requirements; and any other pertinent information (i.e. scheduling requirements, travel, etc.)
- Is used in job postings

Writing On The Job

Mike Jess



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Writing On The Job Introduction

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