



Dissecting a Job Description

UNDERSTANDING THE STRUCTURE & INFORMATION PROVIDED IN A JOB DESCRIPTION

Job descriptions provide an overview of a position's responsibilities. It enables readers to determine the needed qualifications to perform the job effectively. Job descriptions are working documents that are maintained, updated, and changed to reflect the actual duties of a position. Job descriptions are broad and sweeping in nature, intended to enable and foster growth of the position.

GENERAL DESCRIPTION

Provides a summarized version of the position's most prominent and job-defining responsibilities. The general description also provides information about the position's initiative and independent judgment as it relates to the university as a whole and reporting structure.

ESSENTIAL JOB FUNCTIONS

Listing of the position's main responsibilities. The essential job functions are more specific and task-oriented than the general description section. These functions combined should be reflective of the position's general day-to-day tasks, duties, and responsibilities.

NON-ESSENTIAL JOB FUNCTIONS

Listing of the position's secondary responsibilities. These responsibilities take up a smaller portion of the position's time or occur infrequently, but are still important to the overall understanding of the position.

GENERAL QUALIFICATIONS

Required Knowledge, Skills & Abilities:

Knowledge, skills, and abilities that a person must possess in order to perform the duties of the position. KSA's are listed on each position's job description and serve as a guide for applicants, employees, and departments to evaluate and assess a person's likelihood for success in a job.

Education:

Required education to be eligible for the position. Any preferred education is also listed here. A "substitution statement" may be listed stating whether additional experience can substitute for required education.

Experience & Training:

Required experience and training to be eligible for the position. Any preferred experience and training is also listed here. Experience and training may include various certification and license requirements.

A "substitution statement" may be listed stating whether additional education can substitute for required experience.