

## Job Description

Please use the template below to create a Job Posting for your Requisition. Review the Career Track / Level Criteria at the bottom of this template and ensure the job posting matches accordingly.

### Your Team

[Department summary, 4-5 sentences max]

### Your Role

[A brief description of the job and its purpose – 4-5 sentences max]

### You Will Be Responsible For:

- [We recommend 8 bullet points or fewer. Manager's discretion]

### The Experience You Bring:

- [We recommend 8 bullet points or fewer. Manager's discretion]

**\*\*The information below comes from the Job Leveling Guide and is meant to assist you in writing the job description. Please delete once you have completed the job description.\*\***

### General Role Profile

- Develops a basic understanding of theories, practices and procedures within a job family
- Performs limited, narrowly defined assignments using existing procedures
- Accountable for own contributions, regularly verifies that work quality and timeliness meet Teams' objectives
- Works under established parameters for daily work
- Receives instruction, guidance and direction on new assignments
- Entry level to a job family professional career progression

### Knowledge

- Requires basic knowledge and awareness of practices and methods within own job family

### Business Acumen

- Applies general knowledge of business developed through education or experience

### Problem Solving

- Works on narrowly defined assignments of limited scope and complexity
- Initiative and independent judgment circumscribed by detailed instructions
- Learns to use the concepts of the skill acquired through formal training or equivalent experience
- Learns internal policies and procedures

### Impact

- Uses basic judgment

- Has limited impact on quality, timeliness and effectiveness of the Team
- Works within standardized procedures and practices to achieve objectives and meet deadlines
- Defers most decisions to immediate supervisor or adheres to detailed instructions

#### Leadership

- Typically, no supervisory responsibilities
- Accountable for developing technical capabilities

#### Influence and Partnership

- Exchanges straightforward information, asks questions and checks for understanding