

This job description may be used to draft a new or existing job before entering it into PeopleAdmin. All final job descriptions are maintained in PeopleAdmin. You only need to provide sufficient information to appropriately describe the role. Providing every detail of the work performed is not necessary.

Job Title: _____

Prepared by: _____

Date Prepared: _____

1. Summary

Provide a brief summary of the job.

2. Qualifications

Provide the minimum education, experience, and skills required to perform the job successfully.

3. Key Responsibilities & Accountabilities

Identify all key responsibilities (maximum of 5) required of the job in 3-4 sentences and indicate the typical amount of time required for each responsibility. Total percent of time must equal 100%.

Responsibility	Percent of Time

4. Financial Measures

Provide the Annual Operating Budget that the job manages.

5. Supervision

Provide the number of employees reporting directly to this job and the types of employees.