

POSITION DESCRIPTION WRITING INSTRUCTIONS

The Position Description (PD) is intended to collect current information on jobs in a consistent, systematic way, while still providing the opportunity to describe the particulars of each job.

Completing the PD Form

Complete the PD in draft form first and review and discuss it with your supervisor, reaching consensus before submitting the final version. If you need assistance, please contact Human Resources.

The document may seem lengthy, but much of it is “multiple choice” and therefore, should be relatively easy to complete. The most time-consuming part will likely be the first couple of pages, where you are being asked to describe the major responsibilities of your job. If you find it difficult to identify the major responsibilities, use the Responsibilities Worksheet to organize your duties and Glossary of Terms to select the appropriate descriptors.

Instructions

- Enter all job-specific data, using the correct JCU position title
- **Position Summary:** this is a two or three sentence statement that captures the reason the job exists

For example:

“This position is responsible for providing administrative support to the Development department.”

-or-

“This position is responsible for planning, developing, and monitoring campus-wide events.”

- **Key Responsibilities:** List up to six key responsibilities and the approximate percentage of time spent on each over the course of a year.

The purpose of the PD is to gather information on the major responsibilities and essential functions of a position; do not include tasks and responsibilities that are not essential to the job’s purpose.

The statements should clearly convey the nature and scope of responsibilities and how they get accomplished. It is helpful to think of the statement in three (3) parts:

ACTION WORD + END RESULT + ACTIVITY

To illustrate:

Key responsibility for a Human Resource representative:

“Provide qualified candidates for job openings by screening applicants”
Action word end result activity

NOT an appropriate statement:

“Place ads for job candidates in newspaper.”

The remaining sections are primarily “multiple choice” questions. Select the most appropriate answer for each section. In some cases, only one box should be checked. Add additional descriptive language as appropriate where indicated.

- **Additional Information:** Add any additional information to more fully describe the job.
- **Finalization:** You and your supervisor should review, discuss, and reach consensus on this PD. You should both sign the form and send it to the Department Head for final review before it is sent to HR.