



Title:	The formal title of the position
Division:	The University division
Department:	The Department within the division
Direct Report:	The title of the position that the job incumbent reports
FLSA Status:	Exempt or non-exempt as determined by FLSA test
Revised:	Date last revised

Summary

Provide a brief description of the general nature of the position and what the job is to accomplish. The job purpose is usually no more than four sentences long.

Duties and responsibilities

List the primary job duties and responsibilities using headings and then give examples of the types of activities under each heading. Using headings and giving examples of the types of activities to be done allows you to develop a flexible job description that encourages employees to ‘work outside the box’ and within reason and discourages “that’s not my job”.

- Identify between three and eight primary duties and responsibilities for the position
- List the primary duties and responsibilities in order of importance
- Begin each statement with an action verb
- Use the present tense of verbs
- Use generic language such a photocopy instead of Xerox
- Where appropriate, use qualifiers to clarify the task – where, when, why or how often – for example instead of “greet visitors to the office” use “greet visitors to the office in a professional and friendly manner”
- Avoid words that are open to interpretation – for example instead of “handle incoming mail” use “sort and distribute incoming mail”

Required qualifications

State the minimum qualifications required to successfully perform the job. These are the qualifications that **are necessary** for someone to be considered for the position.

Qualifications include:

- Education
- Specialized knowledge
- Skills
- Abilities
- Other characteristics such as personal characteristics
- Professional Certification
- Experience

(if candidate does not have ALL of the above required, he/she would be disqualified from the application process).

Preferred qualifications

State the qualifications **preferred** that are related to successfully perform the job. These are the preferences but are **not necessary** for someone to be considered for the position.

- Education
- Specialized knowledge
- Skills
- Abilities
- Other characteristics such as personal characteristics
- Professional Certification
- Experience

Normal working hours and conditions

State normal working hours. If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, travel assignments, etc.

Physical requirements

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

The following is sample text that can be used with jobs in an office setting:

“Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other office locations and to verbally communicate to exchange information.”

About John Carroll University

John Carroll University is a private, coeducational, Jesuit Catholic university founded in 1886 and dedicated to developing women and men with the knowledge and character to lead and to serve. The University is located in University Heights, Ohio, an attractive residential suburb 10 miles east of downtown Cleveland (metro. area pop. 1.38 million). Academically, the University consists of the College of Arts and Sciences and the Boler School of Business, which both include graduate programs. Degree programs are offered in nearly 60 major fields in the arts, social sciences, natural sciences, and business at the undergraduate level, and in select areas at the master’s level.

The University enrolls approximately 3,000 undergraduate students and 700 graduate students and has a student-to-faculty ratio of 14:1. John Carroll University is one of 28 Jesuit universities in the United States and has been listed in *U.S. News & World Report* magazine’s top 10 rankings of Midwest regional universities for more than 20 consecutive years.

Approved by:	Human Resources Department
Date approved:	Date upon which the job description was approved