

# **GUIDANCE FOR WRITING JOB DESCRIPTIONS (UWM template)**

## WRITING JOB DESCRIPTIONS

A job description includes the job title, the tasks of the job, to whom to report and the skills, qualifications, and education required.

The following questions will help explore the scope of the position. Answer the ones that apply to determine what to write in the job description.

1. Title:  
What will the position be called?
  
2. Description of work:  
What is the purpose of the position?  
What will the person actually do?  
What will the work achieve?  
What are the duties and responsibilities? Weekly? Monthly? Quarterly? Yearly? Other?
  
3. Qualifications:  
What skills, qualifications, knowledge and education are required?
  
4. Time requirements:  
What are the time requirements per week? Certain days or hours or anytime?  
What deadlines must be met?  
What is the length of commitment expected?
  
5. Salary / Benefits:  
Is there compensation? What is it?  
Are any bookstore discounts or scholarships to classes or seminars offered?
  
6. Training:  
What on-site training is required and/or available?  
What training can be done "on-the-job"?  
What off-site training is required and/or available?  
Will fees and travel expenses be paid?
  
7. Support structure:  
To whom is this person responsible?  
Who will support and encourage this person?  
What staff support is available (typing, copying, counseling, etc.)?
  
8. Budget:  
Will this person manage a budget?  
What budget amount is available (if any)?  
What authority is given this person for spending (limit)?  
Are there charge accounts at appropriate shops that this person has access to?  
Will petty cash be used? What is the procedure?

UNITY OF \_\_\_\_\_

**JOB DESCRIPTION**

**TITLE:**

**REPORTS TO:**

**A. General Description of Position Functions:**

**B. Duties and Responsibilities:**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**Note:** Always include the following statement in “duties and responsibilities” as part of the job description: “Perform other tasks as assigned by the Minister and/or designee [supervisor].”