Position Summary

A four or five-sentence overview that summarizes the overall purpose and objective of the job. The position summary should contextualize the job within the department and/or division and within the institution.

Essential Functions

The duties and responsibilities of the job. This list should include statements explaining why the function is required. (This is useful for evaluating ADA compliance.)

Nonessential Functions

List functions that are desirable but not necessary aspects of the job.

Knowledge, Skills, Abilities and Success Factors

The specific competencies required for job performance. This section should also include success factors that will contribute to an individual’s ability to perform well in the job.

Supervisory Responsibilities

The scope of the person’s authority including a list of the jobs that report to the incumbent.

Working Conditions

The environment in which the job is performed specifically detailing any physical demands.

Minimum Qualifications

The minimum knowledge, skills and abilities required to enter the job.