**JOB DESCRIPTION TEMPLATE**

**JOB TITLE: *Limit to minimum words aligning with University established titles***

Purpose of Position

*Two to three sentences explaining the high-level, overall role of the position.*

Primary Duties and Responsibilities

* *Bulleted list of duties*
* *Should not include a long list of day-to-day tasks*
* *Should include overall categories of primary duties*

Secondary Duties and Responsibilities

* *Secondary duties (if applicable)*

Knowledge and Skills Considered Essential for Success

* *General knowledge and skills that will provide success in the duties*

Minimum Training and Experience Required

* *Baseline minimum requirements of the role*
* *Does not include words like “preferred”*
* *Sets the minimum standard that all potential candidates must first achieve before being considered for the job*