

**JOB DESCRIPTION FORM WITH INSTRUCTIONS
WASHINGTON UNIVERSITY**

JOB TITLE:

INCUMBENT (if any):

SUPERVISOR:

DEPARTMENT/SCHOOL:

DEPARTMENT HEAD:

1. SUMMARY OF PURPOSE:

2. PRIMARY DUTIES AND RESPONSIBILITIES (Essential Functions and Duties):

3. MINIMUM REQUIREMENTS (Education and Experience):

4. PREFERRED REQUIREMENTS:

5. SPECIAL REQUIREMENTS (Critical Knowledge & Skills):

6. PROBLEM SOLVING:

7. DECISION-MAKING AND IMPACT:

8. CONTACTS (Internal and External):

9. SUPERVISORY RESPONSIBILITY:

10. FINANCIAL AND OPERATIONAL IMPACT:

11. ADDITIONAL INFORMATION INCLUDING WORKING CONDITIONS:

JOB DESCRIPTION INSTRUCTIONS (Revised March, 2000)

Please use bullet format to include important job elements and characteristics. The job description is an important tool in assuring compliance with the Americans with Disabilities Act.

1. PURPOSE

State the major purpose, objective, or function of the position and the results it is intended to accomplish.

2. PRIMARY DUTIES AND RESPONSIBILITIES:

Select not more than six primary duties for which the position is responsible. It may be helpful to think in terms of the annual responsibilities. **List the duties in order of importance, beginning with the most important.** Please be as concise as possible while describing what is actually being done. Many jobs will have "other duties as assigned."

Percent of Time:

List the percentage of time spent on each duty. Each duty should account for at least 5% of the job, and the total percentage of time should equal 100%.

Essential Functions of the Job:

As you think of primary duties and responsibilities, these should also be the ones that are considered the essential functions. Essential functions are the fundamental job duties regularly performed by an employee in the position. Essential functions are those required to satisfactorily perform the job in compliance with the Americans with Disabilities Act. Essential functions are those functions that the incumbent must be able to perform unsupported or with the assistance of reasonable accommodations.

A function may be essential because: (1) the position exists to perform the function; (2) there are few or no other jobs available to perform the task; or (3) a function is highly specialized, and the incumbent was hired for special expertise or ability to perform it.

3. MINIMUM REQUIREMENTS

State the minimum education, knowledge and work experience required to effectively/satisfactorily perform the job. List any degrees, certificates, and/or licenses required to perform the job duties.

4. PREFERRED REQUIREMENTS

Any additional or desired education and experience that would enhance the capability of any employee to effectively perform the job.

5. SPECIAL REQUIREMENTS (Critical Knowledges & Skills)

List the specific knowledge, skills, and abilities (relating to physical or mental conditions) which are required to perform the essential functions and duties of the job. Please list these according to the following groupings: (a) clerical/secretarial, (b) supervisory, (c) Financial Information System (FIS) related work, (d) Student Information System (SIS) related work, (e) classroom scheduling system, (f) personnel/payroll related duties, (g) budgets/grants/contracts, (h) accounting or purchasing, (i) general computer skills such as word processing, spreadsheets and E-Mail, and (j) any other skills which are critical to successful performance of the job's responsibilities.

6. PROBLEM SOLVING

Please provide examples of problems that are required to be solved independently in this job and examples of those that are referred to the supervisor.

7. DECISION-MAKING AND IMPACT

Decisions - Please describe the kinds of decisions made as part of the regular job duties. What guidelines, policies, or procedures are available to help in making these decisions? What interpretation of information and judgment is required? Also, what kinds of decisions are referred to the supervisor?

Impact - Describe the impact of decisions made during the performance of regular job duties. Please clarify if it affects (a) only the job being evaluated; (b) others within the same work unit or department; (c) across departments yet in the same division or school; (d) across major divisions or schools; and/or (e) university-wide impact.

8. CONTACTS (Internal and External)

Describe the nature, purpose, importance, and frequency (daily, weekly, monthly, annually) of contacts inside and outside the University. Occasional, incidental or infrequent contacts should not be considered. Indicate only those contacts of a regular and recurring nature and where there is a responsibility to influence others to take a course of action. University contacts include academic employees, staff employees, work study students, graduate students, graders, tutors, teaching assistants, research assistants, etc.

9. SUPERVISION

Supervision Given

List the number and level of employees and student workers that are supervised, both directly and indirectly through other employees.

Supervision Received

Describe how the supervisor and/or department chair reviews work.

10. FINANCIAL AND OPERATIONAL IMPACT

Describe any significant financial responsibilities for which the job is held accountable.

This includes work related to departmental and other budgets, contracts, and grants.

Please provide information as to the job's specific role with this data and the annual dollar amount (E.g. annual budget of \$500,000). Include equipment, capital and labor expenses. In addition, note how the job impacts the operation of the department and, potentially, the University.

11. WORKING CONDITIONS

State where the work is performed, i.e., office, laboratory, several different facilities, and briefly describe the physical surroundings of the job. Include any physical requirements of the job, necessary travel, unusual work hours, and/or unusual environmental conditions.

12. ADDITIONAL INFORMATION

Describe any additional aspects of this position that you consider important that are not included in any of the above categories.

FOOTNOTE: Job descriptions should include a closing statement as follows:

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel so classified.