



Position Description Instructions

Position descriptions are important tools that can help you manage employees' performance and set expectations. They help employees get a sense of their job responsibilities, what's expected of them, and the standards by which they'll be evaluated and rewarded. Position descriptions may also help develop recruiting materials, develop orientation and training programs, and ensure consistency and equity among positions.

Use the following instructions to help you build a position description for an employee

Position Title: The working/day-to-day title of the position. This is generally what is printed on name tags or business cards.

MUS Title: A university system title that affects pay ranges and employee classifications, for example a Program Coordinator III or a Financial Aid Specialist II. For most Contract MUS positions, this is the same as the position title. If you are unsure of the Banner title, please reach out to HR.

Classification: The major classifications of employees are *classified staff*, *MUS contract staff* and *faculty*. If you have questions about the classification of this position, please contact the HR generalist.

Union: The name of the union that represents the position. Put none for none. If you do not know, please contact HR to obtain the information. The unions are listed on the personnel office website under [Collective Bargaining](#).

FLSA Exempt: Are they salaried or hourly? If they cannot earn overtime (salaried), check yes.

Position Number: The number of the position as coded in Banner. If you do not know, please contact HR to obtain the information. If this is a job description for a new position, the budget office will assign a position number in the approval process, so indicate that it is a new position that needs a number.

Date: The date that the author is updating the document.

Grant Funded: Does the funding for this position come from a grant?

Department/Unit: Enter the department this position works for on campus.

FTE: Full time equivalent is 1.0, part time is a two decimal number less than 1.0, such as .50 or .75. FTE information is required for all positions as it helps determine benefit eligibility. If you are unsure about how to determine the appropriate FTE, please contact HR.

Supervisor's Title: Title of the person who supervises the employee (not name of the person).

Position Overview: Brief executive summary of the role. This should be a high-level description that addresses how the position fits into the mission of the institution. For classified employees, the overview can include typical day and hours worked. For MUS Contract employees, the description should include a statement similar to this: "This position typically demands an on campus work day from 8:00-5:00, Monday-Friday, but work days and times can vary."

Key Responsibilities: A bullet point list of the specific job responsibilities of the position. Make them measurable for future performance reviews. They should be written appropriate to the level of the position:



Classified Staff: Responsibilities should have more task-oriented duties. Begin each task-oriented sentence with an action verb (i.e., analyze, coordinate, plan)

MUS Contract Staff: Responsibilities should be oriented toward management and leadership versus listing specific task-oriented duties. It may be helpful to organize around themes, like leadership & planning, operational work, personnel or people management.

Required Qualifications: Education and experience required to do the job. These should be written to be easily evaluated if they were part of a job posting.

Preferred Qualifications: Education and experience preferred for the job. These should be written to be easily evaluated if they were part of a job posting.

Other Qualifications: A list of distinctive attributes or characteristics required of an employee in the position. They should be appropriate to the level of the position. Here are examples:

Classified Staff:

- Punctuality - is consistently at work and on time.
- Excellent oral communication skills - speaks persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Excellent written communication skills - writes informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Excellent customer service skills - manages difficult or emotional customer situations; responds promptly to customer needs; meets commitments.

MUS Contract Staff:

- Excellent written, verbal, and interpersonal communication skills; the ability to write clearly and in a professional manner
- Evidence of being innovative and creative, particularly related to solving complex problems
- Excellent customer service skills - manages difficult or emotional customer situations; responds promptly to customer needs; meets commitments.
- Ability to engage and collaborate across departmental lines

Physical demands: This section outlines what the job will physically require. Are they in front of a computer for 6-7 hours a day under fluorescent lighting? Do they need to stand, walk? Here are some examples of physical demands: sitting, standing, walking, bending over, climbing, reaching overhead, kneeling, pushing & pulling, crouching/stooping, repetitive hand movement, simple/light grasping, firm grasping, fine motor skills, pace of work, multitasking, customer interaction, multiple stimuli, frequent change, hearing, seeing, reading, analyzing, verbal communication, written communication.



Keep in mind that sometimes the demands listed can be managed through accommodation. For example: for the vision impaired, we can provide software that will convert text to speech. Having the physical demands of the job listed only opens a conversation for what accommodations we may need. Contact the HR Generalist with questions.

Signature lines: Please do not edit/modify the information in the signature lines

Overall Notes:

In the spirit of continuous improvement and process review, position descriptions should constantly evolve based on emerging priorities or shifts in institutional and departmental needs. Be sure to constantly update and assess position descriptions in the following ways:

- Let employees know that their position descriptions are always subject to change
- Ensure that employees understand that position descriptions are not all encompassing and do not include every task they are responsible for.
- Review position descriptions when you discuss the performance expectations and development plans for the coming year with employees
- If changes in an employee's work involve fundamental additions or deletions to the existing functions described in position descriptions you may need to incorporate those changes into your employees' position descriptions. Significant changes to a position description should trigger a conversation with HR about the possible need to reclassify the employee.