

The position description is your best chance at making a good first impression with a candidate. It is their introduction to the role you are hiring for and your campus and serves as a written summary of the key responsibilities, requirements, and qualifications for a particular job role within an organization. The purpose of a position description is to clearly communicate the expectations and scope of the position to potential applicants, guide the recruitment process, and serve as a reference for performance evaluations and training plans. In all sections, and especially in the position description, [remove gendered language, jargon, and idioms](#) that can make a candidate feel excluded.

Keep in Mind:

- Clearly communicated responsibilities help applicants understand exactly what tasks you expect them to perform
- Accurately listed essential job duties allow applicants to assess what accommodations may help them successfully perform in the role without undue hardship
- Well thought out skills and abilities necessary for the position help applicants envision what the work involves and requires of them
- Legitimately described minimum qualifications allow applicants to see possibility instead of gatekeeping and exclusion
- A justified exemption status allows applicants to consider wages, timekeeping, overtime, and other factors that impact my work-life wellbeing goals
- Posted salary and benefits transparency invites applicants to decide up front if they can afford to be in the position

The following sections outline common elements of a position description and include some questions or recommendations to consider as you draft your position descriptions.

Position Title

- A clear and concise title that accurately reflects the key responsibilities and level of the position.

About Us / Organizational Description

- A written summary that provides an overview of an organization's mission, purpose, values, goals, and key information. It helps the reader understand what the organization stands for and what it aims to achieve.
 - Who is your organization and what do you do?
 - What are your organizational values?
 - What is your mission and goals? How do you affect the success of your students and community?
- In this section, or in another section, include information about your actions toward equity, inclusion, accessibility and belonging in the workplace.
 - What is your diversity statement?
 - What affinity groups or identity-based resource groups are supported on your campus?

About the Role / Position Purpose

- A brief overview of the position, including its purpose, primary duties, and the impact it has on the fulfillment of the mission and strategic plan of the organization. It gives readers a more holistic view of the role before they apply. It also justifies with HR why hiring is needed and frames the scope of the onboarding process later on.
 - Why does this position exist?
 - How does this position function to further the mission and work of your team/department and larger organization?

Position Description

- Clearly outlined main duties and tasks required for the role. Be specific and prioritize the most important responsibilities. It is helpful to use action verbs to describe the tasks to help the reader understand how the tasks will be performed.
 - What are the duties and responsibilities of this position? How do I know?

- What specifically can applicants expect from you to “do in this position?”
- What resources, programs, systems, and tools will they use in this role?
- Does this position supervise? Have financial responsibilities?

Location & Commitments

- Information about working conditions, location, and hours. Also share the exemption status of the role, union information, and other factors that would impact how, where, and when the work is performed.
 - Does this role work nights, and/or weekends?
 - What is the work environment?
 - Does this role require travel?
 - Are there physical requirements required to perform this role?

Requirements & Qualifications

- Specify the required qualifications, skills, and experience necessary for the job. Differentiate between “must-have” qualifications and “good-to-have” qualifications and avoid unnecessary qualifications that could [lead applicants to opt-out](#). Being mindful of bias, remember that college name, major, and GPA are poor indicators of workplace performance and should not be included as criteria for hiring decisions.
 - What are the [skill requirements](#)?
 - What education is needed and in what discipline?
 - What previous job experience, certification, or training, would prepare an applicant for this position?
 - What communication, customer service, crisis management, and problem solving expectations does this role have?
 - What level of knowledge (working, general, thorough, comprehensive) is needed for this for skills listed?

Compensation & Benefits

- Include information about salary or salary range, benefits, and any other relevant details that may attract potential candidates. [Equitable compensation](#) enhances your overall recruitment and retention efforts, ultimately leading to a more diverse workforce. Ensure that the wages offered are fair and equitable given the position, your organization, and industry standards.
 - Top benefits to address include PTO, family leave, childcare, retirement, wellness programs, flexible work hours and location, insurances, tuition reimbursement or student loan assistance program.

Application Process

- How should candidates apply for the role? Be explicit about the application instructions.
- What information or documents do they need to include? Only ask for what is actually needed for your application review and selection. Don’t ask for a cover letter or a transcript if you are not going to read them.

Resources:

- [University of Washington Career Services](#)
- [A Guide to Writing a Job Description](#)
- [The Importance of Writing and Maintaining Job Descriptions](#)
- [17 Examples of Awesome Job Descriptions](#)
- [Here Are the 6 Most Sought-After Job Candidate Skills Today](#)
- [Why Women Don't Apply for Jobs Unless They're 100% Qualified](#)
- [70 Inclusive Language Principles That Will Make You A More Successful Recruiter](#)