



Instructions for Position Description Completion

The development of a results-oriented position description gives you as the manager the opportunity to clarify why duties are performed and why they are important. Writing position descriptions in terms of results is based on the principle of defining the purpose of the position first so that the instructions (job duties) make sense as they are joined into a unified whole. The description written this way defines why the work is important to the College and what it is designed to accomplish.

Job Purpose Statement

Every position description should begin with a job purpose. The job purpose is a synthesis of the intent of the job in its entirety. It is the ultimate overall result expected from the job. It is what the job was designed to accomplish.

Example:

Supports the department of Admissions by: developing a recruitment territory while maintaining an awareness of developments within the territory and establishing long term relationships to meet enrollment goals; engaging in the recruitment of top student prospects (first-year students); reading and evaluating (first-year student) admission files; and performing data entry for the Office of Admissions.

Essential Results Statements

A job essential results statement has three elements:

1. An action verb
2. What the action produces
3. How the action is produced

Examples:

Priority	% of Time	Result
		<p>Develops a recruitment territory maintaining an awareness of developments within the territory and establishing long term relationships to meet the enrollment goals by:</p> <ul style="list-style-type: none"> • Counseling and advising potential new students; • Traveling, making presentations at high schools, colleges and admission programs; • Interviewing prospective students; • Responding to all student inquires by telephone, e-mail, or mail.

		<p>Engage in the recruitment of top student prospects (first-year students) by:</p> <ul style="list-style-type: none"> • Maintaining a list of names to be shared with faculty, coaches, and student admission assistants who will contact top student prospects as appropriate.
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Develops a recruitment territory (*Action verb*)

(What action produces) **maintaining an awareness of developments within the territory and establishing long term relationships to meet the enrollment goals by:**

(How the action is produced)

- Counseling and advising potential new students;
- Traveling, making presentations at high schools, colleges and admission programs;
- Interviewing prospective students;
- Responding to all student inquires by telephone, e-mail, or mail.

(Action verb, and what the action produces) by (How the action is produced)

Priority

The priority ranking is determined by establishing the relative importance of each result to the overall job purpose.

Percentage of Time

Each result statement should be evaluated against the entire job. An estimate of the percentage of time that is spent on the result per 12-month period should be established. The percentages should add to 100%.

The essential results are listed from highest % of time for Priority 1 to the lowest 5 of time and last Priority.

Examples:

Priority	% of Time	Result
1	50%	<p>Develops a recruitment territory maintaining an awareness of developments within the territory and establishing long term relationships to meet the enrollment goals by:</p> <ul style="list-style-type: none"> • Counseling and advising potential new students; • Traveling, making presentations at high schools, colleges and admission programs; • Interviewing prospective students; • Responding to all student inquires by telephone, e-mail, or mail.
2	30%	<p>Engage in the recruitment of top student prospects (first-year students) by:</p>

		<ul style="list-style-type: none"> • Maintaining a list of names to be shared with faculty, coaches, and student admission assistants who will contact top student prospects as appropriate.
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Education and Experience:

Describe the educational and job-related experience needed by either required or preferred. This is an important factor when evaluating candidates for the position.

Example:

- *Bachelor's degree required.*
- *Master's degree preferred and/or one or more years of professionally related experience.*
- *Master's degree and/or two or more years of experience in professionally related field required for consideration of initial appointment to senior admission counselor.*

Supervision and Scheduling Demands

Describe the level of autonomy and any special scheduling requirements. Include information about work related travel, night and weekend work required.

Example:

Receives moderate supervision; full-time salaried position required to work a varied schedule. Evening, weekend work and travel will be required (most travel occurs between September and November and to a lesser extent between March and May; approximately 8 to 10 weeks travel in fall, approximately 3 to 4 weeks travel in spring); overnight travel is required.

Equipment:

Please list the equipment that will be used by the employee.

Example:

Some of the equipment required to perform the responsibilities of the position include computer, calculator, fax machine, copier, telephone, and printer. An individual must be able to operate an automobile and van and must have a valid driver's license.

Knowledge, Skills and Abilities:

Describe the professional subject matter that is required. List the skills (demonstrable actions) and abilities (capacities) required. Pay close attention to including Skills needed for management positions.

Example:

- *Proven leadership and managerial skills*
- *Strong people, interpersonal and relationship skills within all levels of the workforce*
- *Long range planning, systems thinking, and strategic vision skills*
- *Ability to lead new initiatives and work effectively in an ever-changing environment*
- *Strong written and oral communications*
- *Proven ability to problem solve, negotiate and develop creative solutions to meet business and employee needs*

- *Conflict management and facilitation skills*
- *Time management and ability to manage multiple priorities within a deadline driven environment*
- *Organized, detail-oriented*
- *Project management skills for personal assignments and team projects*
- *Proven training, coaching and mentoring abilities*
- *Proficient with Microsoft Office for spreadsheets, presentations, correspondence, database, contact management and electronic mail communications, calendaring and scheduling*
- *Strong values and ethical behavior consistently demonstrated*
- *Tolerates work related stress effectively and maintains self-control/professionalism.*

BEFORE Positional requirements:

- Sitting:** (Number of hours a worker must be sitting)

Not an essential function

1-3 hours/day

3-7 hours/day

7 or more hours/day
- Standing:** (Number of hours standing in one place)

Not an essential function

1-3 hours/day

3-7 hours/day

7 or more hours/day
- Walking:** (Number of hours walking)

Not an essential function

1-3 hours/day

3-7 hours/day

7 or more hours/day
- Bending:** (Bends/cycle x # cycles/day)

Not an essential function

Infrequent Bending: 1-120 bends/day (15 bends/hour)

Moderate Bending: 121-480 bends/day (1 bend/minute)

Frequent Bending: 481 or greater bends/day (>1 bend/minute)
- Squatting:**

Not an essential function

1-3 hours/day

3-7 hours/day

7 or more hours/day

6. Kneeling:

- Not an essential function
- 1-3 hours/day
- 3-7 hours/day
- 7 or more hours/day

7. Twisting:

- Not an essential function
- Infrequent: 1-120 twists/day
- Moderate: 121-480 twists/day
- Frequent: 481 or greater twists/day

Cardiovascular:

1. Endurance: (Maximum workload required each day)

- Not an essential function (under 3 METs)
- Light energy requirements (3-5 METs)
- Moderate energy requirements (5-7 METs)
- Heavy energy requirements (7-9 METs)

Material Handling:

1. Lifting Floor to Waist:

Object: _____
Weight: _____
Frequency: _____

2. Lifting Waist to Shoulder:

Object: _____
Weight: _____
Frequency: _____

3. Lifting Overhead:

Object: _____
Weight: _____
Frequency: _____

4. Handling:

Object: _____
Weight: _____
Frequency: _____

5. Pinching:

Object: _____
Weight: _____
Frequency: _____

6. Wrist position:

- Not an essential function
- Slight deviation of the wrist
- Moderate deviation of the wrist
- Extensive deviation of the wrist

7. Climbing:

- Object: _____
Frequency: _____
Height: _____

8. Pushing/pulling:

- Object: _____
Weight: _____
Frequency: _____
Handedness: _____
Height of handle: _____

9. Fingering:

- Not an essential function
- 1-3 hours/day
- 3-7 hours/day
- 7 or more hours/day

10. Wrist/hand repetitions: (# reps/job cycle x # cycles/day)

- Not an essential function
- Infrequent: 1-960/day (960=2 reps/minute)
- Moderate: 961-2880/day (2880=6 reps/minute)
- Frequent: ≥ 2881 /day (more than 6 reps/minute)

Environmental:

1. Low Temperature:

- Not an essential function
- Work environment 40-60 degrees F
- Work environment 15-40 degrees F
- Work environment <15 degrees F

2. High Temperature:

- Not an essential function
- Work environment 70-80 degrees F
- Work environment 80-90 degrees F
- Work environment >90 degrees F

3. Slippery Surfaces:

- Not an essential function
- 1-3 hours/day
- 3-7 hours/day
- 7 or more hours/day

4. Uneven Surfaces:

- Not an essential function
- 1-3 hours/day
- 3-7 hours/day
- 7 or more hours/day

5. High Elevations: (Unprotected exposure to heights)

- Not an essential function
- Work up to 5 feet above the ground
- Work up to 5-10 feet above the ground
- Work above 10 feet above the ground

AFTER Positional requirements:

1. **Sitting:** 3-7 hours/day
2. **Standing:** 1-3 hours/day
3. **Walking:** 1-3 hours/day
4. **Bending:** Infrequent
5. **Squatting:** Not an essential function
6. **Kneeling:** Not an essential function
7. **Twisting:** Not an essential function

Cardiovascular:

1. **Endurance:** Not an essential function

Material Handling:

1. **Wrist position:** Moderate deviation of the wrist
2. **Pushing/Pulling:** Travel materials, 30-50 lbs., 1-3 times/week, 2.5 feet
3. **Fingering:** 3-7 hours/day
4. **Wrist/hand repetitions:** Frequent

Environmental:

1. **Low Temperature:** Not an essential function
2. **High Temperature:** Not an essential function
3. **Slippery Surfaces:** Not an essential function
4. **Uneven Surfaces:** Not an essential function
5. **High Elevations:** Not an essential function