**Job Description**

College of Engineering

**Name:**

**Working Title:** The title this role is known by, not the payroll title used for Workday

**Payroll Title:**

**Classification:** (*specify Contract Classified/Professional Staff)*

**Department/School:**

**FTE:**

**Creation Date:**

**Position Description:** In this section, describe from a birds-eye view what this role/position does. What group they are in and/or who or what team/group they are a part of and support, etc. Do not get into the details of the day to day or required experience for the position.

**Key Responsibilities:**

* This section should be a bulleted list of the most important, summarizing aspects of the job. Think of this as broadly explaining what the role does, with out getting into the more complex components.
* Example: *‘Process and track Academic HR paperwork and investigate issues.’* This is broad, it doesn’t go into what type of paperwork or issues.

**First (Largest) Area of Duties/Tasks (XX%):**

* This is the section you will likely be most familiar with – where you document all the tasks and complexities of the position.
* Using the example above in ‘Key responsibilities’, you would break down ‘Process and track Academic HR paperwork and investigate issues.’ This is broad, it doesn’t go into what type of paperwork or issues means. In this section, you would break it down, ex: *Process and track Academic HR paperwork, to include: 1460’s and visa requests; keep departments apprised of the status of their requests and forms.*
* Be sure to capture as much detail as you can for each ‘Area of Duties’ section

**Second (Second largest) Area of Duties/Tasks (XX%)**

* Repeat of above, with this specific area of the job

**Etc.**

* This is where you can put the third, fourth, etc. areas of duties or tasks this position is responsible for.
* Include specific working conditions this position might have. I.E. *This position is 8-5pm with occasional evening work to support department events.*

**Requirements**

* This is the section where you state what is required for a candidate to qualify for the position. Think hard about what is actually required for the job (Can applicable experience substitute a degree?)
* Are specific certifications/training/license required? (Required before the start of the job)
* Are there physical requirements (i.e. ability to lift a certain number of lbs per day or week)

**Desired**

* These should be skills that would be helpful to the position or team but are not required to get the job done. Example: *Knowledge of and proficient in UW Systems (and if so, what systems)*

**Conditions of Employment**

* Specify if travel (local, state, nationally, internationally) will be involved
* Specific schedule requirements; specify if this requires night or weekend shifts
* Specify need or ability to lift a specific weight (i.e. 20 lbs) and how often