Department:

Supervisor Name:

Employee Name:

HR Receipt Date:

Job Template:

**WORKING Title**

*The Working Title is the position’s internal title, such as what would be found on a business card or in an email signature.*

*Helpful resources to prepare this section:*

* *Employee Job Inventory Worksheet (JIW)*
	+ *“Your Working Title,” cover page*
* *Job Posting Title*
* *Business Card Title*

**JOB SUMMARY**

*The Job Summary provides a general summary of the intent of the position and the role it fills. Statements in this section provide a broad and overarching description of responsibilities, as opposed to a detailed list of duties. As such, the Job Summary should be one to three sentences in length.*

*Helpful resources to prepare this section:*

* *Employee JIW*
	+ *“Primary Goal of Your Job,” Employee section - Part A*
* *Job Template*
	+ *“General Summary”*
* *Job Posting*
	+ *“Job or Position Summary”*

*Examples for how a Job Summary may begin:*

* *“Provides assistance to…”*
* *“Oversees the…”*
* *“Serves as…”*
* *“Accountable for…”*

**REPORTING STRUCTURE**

*The Reporting Structure specifically states the position or person this position will report to. Additionally, formal supervisory and leadership exercised by this position should be included here. Collaborative and team expectations may also be named here.*

*Helpful resources to prepare this section:*

* *Employee JIW*
	+ *“Your Supervisor’s Title,” cover page*
	+ *“Supervisory and Work Leadership Responsibilities,” Employee section -*

 *Part C*

* *Job Template*
	+ *“Reporting Relationships and Teamwork”*
* *Organizational Chart*

*Examples for how to state the Reporting Structure:*

* *“This position reports to…”*
* *“This position works under the direction of…”*
* *“Works in collaboration with…”*
* *“Works as a member of…”*

**JOB RESPONSIBILITIES**

*Job Responsibilities reflect the position-specific essential duties and responsibilities. Tasks and responsibilities related to leadership roles and expectations should be included here.*

*Helpful resources to prepare this section:*

* *Employee JIW*
	+ *“Essential Duties and Responsibilities,” Employee section - Part B*
* *Job Template*
	+ *“Essential Duties and Responsibilities”*
* *Job Posting*
	+ *“Example of Duties”*

*Job Responsibilities should be listed using 8-12 bullet points.*

*Example of how to preface the bulleted list:*

* *“The following duties comprise the responsibilities of this position:”*

*It is additionally recommended Job Responsibilities all begin with an action verb.*

*Examples for how to frame the duties and responsibilities:*

* *“Monitors…”*
* *“Prepares…”*
* *“Maintains…”*
* *“Coordinates…”*

**MINIMUM QUALIFICATIONS**

*Minimum Qualifications reflect the minimum education and/or experience and specific knowledge, skills, and abilities necessary to perform the essential duties and responsibilities of the position. Minimum Qualifications should stem from the Job Template competencies, though additional qualifications such as certifications and licensing may also be named here. The Career Paths Leveling Guide also provides education and experience equivalencies that hiring departments may use, as appropriate.*

*Helpful resources to prepare this section:*

* *Employee JIW*
	+ *“Qualifications,” Supervisor’s review - Part A*
* *Job Template*
	+ *“Competencies”*
* *Job Posting*
	+ *“Qualifications”*

**PREFERRED QUALIFICATIONS (OPTIONAL)**

*Preferred Qualifications reflect the “nice to have” qualifications for the position.*

*Helpful resources to prepare this section:*

* *Employee JIW*
	+ *“Qualifications,” Supervisor’s review - Part A*
* *Job Posting*
	+ *“Preferred Qualifications”*

Department: Animal Science

Supervisor Name: Jane Doe

Employee Name: John Doe

HR Receipt Date: July 3, 2020

Job Template: Administrative Program Support 1

**WORKING Title: Veterinary Services Assistant**

**JOB SUMMARY**

Provides assistance to Veterinary Services Office Managers and faculty regarding general administrative tasks such as scheduling, filing, and recordkeeping.

**REPORTING STRUCTURE**

This position works under the supervision of the Veterinary Services Associate Office Manager. Works as part of the Veterinary Services Office team to complete assigned tasks

**JOB RESPONSIBILITIES**

*The following duties comprise the responsibilities of this position:*

* Provides general office support, including answering phones, responding to inquiries, and directing calls.
* Reviews GA payroll and faculty search information for accuracy, reconciles differences, and works in collaboration with the Veterinary Services Office team to make appropriate corrections.
* Maintains schedules for the Veterinary Services Associate Office Manager and Veterinary Services Director; coordinates with pertinent parties in setting up meeting and conference appointments.
* Monitors office supply inventory and coordinates maintenance for office equipment.
* Maintains departmental records and prepares reports quarterly to assess development and need.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Associate’s degree in related field.
* Two to three years of related experience.

OR

* Four to five years of profession-based experience

**PREFERRED QUALIFICATIONS**

* Bachelor’s degree in related field.
* Two to three years of related experience.