

SAMPLE JOB DESCRIPTION FORMAT

(Use Times New Roman, 11 pt font, Maximum 2 pages)

UMPQUA COMMUNITY COLLEGE JOB DESCRIPTION

<u>JOB TITLE:</u>	<u>LEVEL:</u>
<u>DEPARTMENT:</u>	<u>CLASSIFICATION:</u> Classified

RESPONSIBLE TO: Title of Supervisor

GENERAL DESCRIPTION: Summarize the general purpose or goal of this position. This statement should give a brief, but concise, overview of the basic function of the position, and should be a maximum of 2-3 sentences.

EXAMPLES OF DUTIES:

Essential Functions: This is considered the essence of the job. These are the major fundamental duties that must be performed to be successful in the position. These duties typically comprise about 50-70% of the responsibilities.

(Be sure that the functions are organized from MOST valuable/complex to LEAST valuable/complex, in terms of their importance to the College).

Incidental Functions: These are the duties that do not meet the definition of essential. A statement of "other duties as assigned"

TYPICAL PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Describe the environment and/or setting in which this job is performed.

KNOWLEDGE, SKILLS AND ABILITIES:

Computer/Software, people skills, etc.

QUALIFICATIONS:

Education:

Experience:

Specific Skills:

Specialized knowledge, licenses, etc.

Created/Revised Date