

(Font: Courier New; Size: 10)
GALLAUDET UNIVERSITY
DESCRIPTION OF POSITION

<Name of Position>
POSITION TITLE

<completed by HRS>
POSITION LEVEL

<Title of Supervisor>
TITLE OF IMMEDIATE SUPERVISOR

<completed by HRS>
DATE APPROVED

<Name of Department>
DEPARTMENT

<Department Number>
DEPARTMENT #

<Name of Employee>
INCUMBENT

<completed by HRS>
IPEDS CODE

<completed by HRS>
FLSA

SUMMARY:

How does this position support the work of the unit? Describe the overall objectives for the position, and then use a few sentences to describe its main responsibilities. Please start with an action verb.

PRINCIPAL ACCOUNTABILITIES:

Use Roman Numerals. Must start with an action verb.

Describe the most important duties (major responsibilities that are critical to the role) and those that the position will spend the most time on first. If possible, include the percentage of time that will be spent on specific duties.

Describe the level of decision making and independent judgment that position will make related to each duty. This is important to help establish whether the position is exempt or non-exempt.

List quantitative measures that define the size and scope of the position (e.g., size and number of budgets monitored).

Be descriptive. For example if someone is "preparing reports", explain what that entails.

Some job descriptions have several work function areas. You can group the duties that are related together under a heading for each function area.

Lastly, include a sentence: Other related duties as assigned.

SPECIFICATIONS:

Statements regarding minimum educational and experience qualifications, required proficiencies with specialized knowledge, computer proficiencies, required certifications, etc. The last sentence should describe whether the incumbent is expected to have ASL fluency or not at the time of application. If employee is expected to travel, please list the percentage of travel.