

**UNIVERSITY OF DAYTON
POSITION DESCRIPTION FORM**

IV. KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

List the minimum knowledge, skills, and abilities required to perform the duties of this position.
The space below is expandable.

Preferred: Demonstrated and successful experience working with people from diverse backgrounds. Knowledge of and sensitivity to a Catholic Marianist work environment.

V. REPORTING RELATIONSHIPS:

Titles Reporting to this Position:

Immediate Supervisor Title:

VI. PREPARED BY:

Employee's Name _____

Employee's Signature _____ Date _____

VII. APPROVED BY:

Supervisor's Name _____

Supervisor's Signature _____ Date _____

VIII. HUMAN RESOURCES APPROVAL:

Grade _____ Title _____

Signature

Title

Date

UNIVERSITY OF DAYTON
Guidelines for Completing the Position Description Form

The employee currently in the position may assist his/her supervisor in completing the form. These guidelines will help you to prepare a description that is clear, concise, and accurate.

I. POSITION

Provide the position information requested. Identify work location by plus four zip code.

II. POSITION SUMMARY

- The Position Summary should answer the question "Why does this position exist in the organization?"
- Be sure to describe the position, not the person in the position.

III. DUTIES AND RESPONSIBILITIES

- Outline the principal duties and responsibilities. Describe the position as it currently exists.
- Identify the duties that are essential functions of the position (in compliance with the requirements of the Americans with Disabilities Act of 1992). The following lists possible reasons why a duty (or function) may be considered essential according to this legislation:
 1. The performance of this duty is the reason that the job exists.
 2. There are limited employees among whom the performance of this duty can be distributed.
 3. This duty occupies a great deal of the employee's time.
 4. This duty is highly specialized. Employees are hired for the skill/ability to perform this duty.
- Use action verbs to describe each duty. (e.g., compile, calculate, prepare, etc.) Do not add words that attempt to define how well the duty is to be performed. If possible, avoid ambiguous terms such as work on, handle, etc. For your reference, on the back is a list of action verbs.
- Group closely related duties together.
- Indicate the approximate percent of time spent accomplishing each duty over a one year period (the total of all percentages should equal 100%).
- Miscellaneous and/or infrequent duties can be indicated by the phrase "Performs related duties as assigned."
- Be concise but complete the form so someone who is not familiar with the position can understand its full scope.

IV. SKILL REQUIREMENTS

- Identify the skills required to fully perform the duties and responsibilities of the position. Include all skills, which are regularly applied (i.e., skills required to operate equipment, electronic or communication devices, software, etc.)
- If applicable, list any specific physical capabilities required to perform the job duties (example, ability to lift a specified weight).

V. REPORTING RELATIONSHIPS

- List all position titles for which this position has direct supervisory responsibility. Do not include informal reporting relationships.

CHOOSING THE ACCURATE VERB TO DESCRIBE JOB DUTIES & RESPONSIBILITIES

Each word in a position description is important to help clarify job expectations. The correct verb differentiates responsibility and authority among jobs. The following list is a quick reference to assist you in selecting the verb that most accurately describes the position requirements.

Controls

Adopts
Anticipates
Approves
Closes
Collects
Consolidates
Contracts
Deletes
Disburses
Ensures
Expedites
Finds
Follows up
Locates
Maintains
Obtains
Orders
Pays
Releases
Remits
Requires
Routes
Secures
Selects
Signs
Traces

Counts

Adds
Balances
Bills
Calculates
Compiles
Computes
Extends
Figures
Inventories
Invoices
Reconciles
Totals

Directs

Administers
Assigns
Authorizes
Delegates
Determines
Manages
Oversees
Represents
Schedules
Supervises

Distributes

Circulates
Disseminates
Furnishes
Issues
Renders

Operates

Aligns
Assembles
Carries
Clears
Collates
Disassembles
Enters
Feeds
Opens
Processes
Stacks
Types

Originates

Arranges
Creates
Defines
Designs
Develops
Establishes
Executes
Formulates
Implements
Initiates
Institutes
Organizes
Plans
Prepares

Records

Attaches
Catalogues
Charts
Classifies
Codes
Copies
Enters
Files
Indexes
Itemizes
Lays out
Lists
Places
Posts
Receives
Registers
Tabulates
Transfers

Studies

Analyzes
Appraises
Ascertains
Audits
Estimates
Evaluates
Examines
Inspects
Investigates
Observes
Rates
Reviews
Scans
Screens
Searches
Surveys
Tests

Teaches

Guides
Instructs
Interprets
Trains

Verifies

Affirms
Amends
Checks
Compares
Corrects
Edits
Proofreads
Revises

Writes

Composes
Describes
Drafts
Outlines
Summarizes