**OBJECTIVES**

This guide is intended to provide an overview of all components of a job description and more detailed information about four critical job description components:

1. Job Duties and Responsibilities
2. Position Summary
3. Experience and Education Requirements
4. Job Title

This guide was designed to help you to:

- Know the reasons job descriptions are important
- Understand the key components of a job description and how to identify them
- Learn the steps to writing effective job description

**WHAT IS A JOB DESCRIPTION?**

A job description is a written document that summarizes:

- Major duties and responsibilities of the position
  - Nature
  - Purpose
  - Level of work
- Job specifications required to perform the job
  - Knowledge
  - Skills
  - Abilities
  - Behaviors required to perform the job
- Working conditions
**Job Description Writing: A Step By Step Guide**

**WHY IS A JOB DESCRIPTION IMPORTANT?**

A job description is a powerful tool that is used:

- To communicate the job expectations to the employee
- To focus recruitment efforts
- To manage employee performance
- To set employee and organization goals
- For workload management
- For succession planning
- To create training and development plans
- For the job evaluation and classification process
- To establish fair, competitive pay rates for staff members
- To develop career paths and opportunities for job growth
- To help maintain compliance with federal regulations
## COMPONENTS OF A JOB DESCRIPTION (CONT)

| **JOB TITLE** | A brief description (1-3 words) of the job which reflects the content, purpose, and scope of the job, and is consistent with job titles of similar jobs at Rice. |
| **POSITION SUMMARY** | Defines the purpose of the job and summarizes the duties and responsibilities of the job. |
| **JOB REQUIREMENTS & QUALIFICATIONS** | **EDUCATION REQUIRED** – Designates the minimum level and type of education needed to be successful at the job as well as any acceptable substitutions (i.e. additional experience in lieu of the required degree).  
**EXPERIENCE REQUIRED** – Designates the minimum level and type of experience needed to be successful at the job as well as any acceptable substitutions (i.e. additional education in lieu of the required experience).  
**LICENSE / CERTIFICATION REQUIRED** - Designates any licenses or certifications necessary to do the job (i.e. Bus Driver must have a valid Texas Driver’s License).  
**OTHER SKILLS REQUIRED** - List any skills, abilities, or knowledge that an incumbent must have to be successful in the job. |
| **ESSENTIAL STAFF MEMBER** | Indicates positions that are considered essential during a campus emergency. |
| **SUPERVISORY RESPONSIBILITIES** | Describes:  
- The supervision exercised by the position  
- The number, type, and titles of employees supervised  
- The hire/fire authority of the job incumbent  
- The supervision or guidance the position typically receives (general direction, close supervision, etc.) |
| **FISCAL RESPONSIBILITIES** | Describes the level and type of budgetary or financial responsibilities of the position. |
| **INTERNAL/EXTERNAL CONTACTS** | Describes the nature of contact, the people contacted, and the extent to which the incumbent has / makes contact with others within and outside of the University. |
| **PHYSICAL DEMANDS** | Describes the type, intensity (how much), frequency (how often), and duration (how long) of physical demands or mental capabilities required by the job. This component is important and key for compliance with the Americans with Disabilities Act (ADA). |
| **WORKING CONDITIONS / ENVIRONMENT** | Describes irregular or unusual work schedules and any conditions of the physical environment that an employee may find unpleasant or hazardous. |
| **JOB DUTIES / RESPONSIBILITIES** | Conveys the job expectations, role, and scope by describing the essential tasks, duties, and responsibilities of the job. |
Job Requirements & Qualifications

License / Certification Required - List any licenses or certifications necessary to do the job

**EXAMPLE** - License / Certification Required:

<table>
<thead>
<tr>
<th>Job</th>
<th>License / Certification Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer</td>
<td>Permanent license as a Peace Officer from TCLEOSE</td>
</tr>
<tr>
<td>Bus Driver</td>
<td>Valid Texas Class A or B Driver's License with passenger endorsement. Must not have any more than</td>
</tr>
<tr>
<td></td>
<td>three moving violations within the past 36 months and no convictions or deferred dispositions for</td>
</tr>
<tr>
<td></td>
<td>Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) within the past 10 years.</td>
</tr>
<tr>
<td>Electrician III</td>
<td>Must obtain City of Houston Maintenance Electrician License within 3 months of employment.</td>
</tr>
</tbody>
</table>

Other Skills Required - List any skills, abilities, or knowledge that an incumbent must have to be successful in the job.

**EXAMPLES** – Other Skills Required:
- Must be proficient in using Windows Operating System as well as Microsoft Office applications (Microsoft Word, Excel, and PowerPoint).
- Must demonstrate strong interpersonal, speaking, and writing skills.
- Must be able to effectively communicate information and ideas both orally and in writing.
- Must be able to solve complex problems independently.

For the “Education Required” and “Experience Required” sections, refer to page 16.

Supervisory Responsibilities

The Supervisory Responsibilities section describes the supervision exercised by the position:
- The number, type, and titles of employees supervised
- The hire/fire authority of the job incumbent

**EXAMPLE** – Supervisory Responsibilities:

The Department Administrator is responsible for supervising the administrative staff within the Department – a total of 3 full time staff positions. S/he provides daily supervision of tasks as well as direction and leadership to the team. S/he is responsible for making hiring and firing decisions, conducting performance evaluations, and identifying and promoting professional development opportunities. The type (and number) of positions supervised include Accountant I (1), Department Coordinator (1), Staff Assistant (1). The Department Administrator may also be responsible for supervising temporary staff and student positions as needed.
**FISCAL RESPONSIBILITIES**

The Fiscal Responsibilities section describes the level and type of budgetary or financial responsibilities of the position.

When completing this section, answer these questions:

- Will this position have any budget responsibility? What is the level of complexity (i.e. research funds, # of funds, etc.)?
- Will this position have signature authority for purchases, check requests, other financial transactions?

**EXAMPLE – Fiscal Responsibilities:**

The Department Administrator will be responsible for developing, planning, and managing the department’s budgets (multi-fund and in excess of $1MM). In addition, the Department Administrator will be responsible to approving budgetary expenditures and has authority for conducting purchasing card transactions.

**INTERNAL / EXTERNAL CONTACTS**

The Internal / External Contacts section describes the nature of contact, the people contacted, and the extent to which the incumbent has / makes contact with others within and outside of the University.

When completing this section, answer these questions:

- Will this position make contact with others within the University? To what extent?
- Will this position make contact with others outside the University? To what extent?

**EXAMPLE – Internal / External Contacts:**

This position will routinely have contact with the Dean’s Office, the Provost’s Office, the Office of Graduate Studies, the Office of Research, Payroll, Budget Office, and Human Resources.

Contact with entities external to the University will be limited and occasional based upon the needs of the department and may include vendors, visitors to the University, alumni, prospective students, donors, etc.
**WORKING CONDITIONS / ENVIRONMENT**

The Working Conditions / Environment section describes irregular or unusual work schedules and any conditions of the physical environment that an employee may find unpleasant or hazardous.

Include the following information about the work conditions / environment:

- Description of the work environment
- Description of the work schedule
- How often, and for how long, incumbents are exposed to the conditions

**EXAMPLES – Working Conditions / Environment:**

- The incumbent will be required to work on weekends (Saturday and Sunday) during August and January.
- The incumbent will be required to work outside 95% of the time and will be exposed to the elements and inclement weather.
- This job requires national and international travel up to 20% of the time.
- May be required to work overtime as defined by the needs of the department.
PHYSICAL DEMANDS

The Physical Demands section of the job description:

➢ Describes the type, intensity (how much), frequency (how often), and duration (how long) of physical demands or mental capabilities required by the job

➢ Is an important and key component of the job description as it assists the University in maintaining compliance with the Americans with Disabilities Act (ADA)

➢ Is tied to the essential functions of the job (i.e. the key functions, duties, and responsibilities)

EXAMPLE – Physical Demands:

<table>
<thead>
<tr>
<th>Instead of this...</th>
<th>Write this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be able to lift laundry bags.</td>
<td>Must have the physical ability to move full laundry bags weighing 20 or 30 pounds each from 10 to 15% of work time.</td>
</tr>
<tr>
<td>Must be able to read blueprints.</td>
<td>Must have the mental and visual ability to read and interpret the most complex circuitry blueprints approximately 10% of work time.</td>
</tr>
<tr>
<td>Able to climb stairs.</td>
<td>Must have the physical ability to navigate 2 flights of stairs daily as the building does not have an elevator.</td>
</tr>
<tr>
<td>Able to walk across campus.</td>
<td>Must be able to move around the campus to deliver packages to other departments and offices across campus 1-2 times per week.</td>
</tr>
</tbody>
</table>

The Physical Demands should:

✓ Be tied to the essential functions of the job (i.e. the key functions, duties, and responsibilities) and not reflective of the ways that those functions are currently performed

✓ Clearly and specifically state only those physical demands that cannot be easily accommodated

✓ Be written with carefully chosen words to convey the essential functions of the job (i.e. the key functions, duties, and responsibilities) so that the job description is not prejudicial to qualified persons with disabilities
The following list of verbs may be helpful and non-prejudicial in describing *customary* physical effort in a job (some verbs appear in more than one physical demand category):

<table>
<thead>
<tr>
<th>Physical Demand Category</th>
<th>List of Verbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strength</td>
<td>Moves, Installs, Puts, Takes out, Positions, Transfers, Places</td>
</tr>
<tr>
<td>Climbing or Balancing</td>
<td>Ascends, Descends, Works Atop, Traverses</td>
</tr>
<tr>
<td>Walking, Running,</td>
<td>Moves about, Moves to, Traverses, Positions self to</td>
</tr>
<tr>
<td>Stooping, Kneeling,</td>
<td></td>
</tr>
<tr>
<td>Crouching, or Crawling</td>
<td></td>
</tr>
<tr>
<td>Reaching, Handling,</td>
<td>Detects, Replaces, Positions, Sets up, Activates, Uses, Drafts, Adjusts, Applies, Feeds, Modifies, Writes, Constructs, Inspects</td>
</tr>
<tr>
<td>Fingering, or Feeling</td>
<td>Diagnoses, Replaces, Positions, Sets up, Activates, Uses, Drafts, Adjusts, Applies, Feeds, Modifies, Writes, Constructs, Inspects</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Talking or Hearing</td>
<td>Communicates, Detects, Expresses, Discusses, Exchanges, Discerns, Information</td>
</tr>
<tr>
<td></td>
<td>Conveys, Expresses Oneself, Discusses Converses with, Exchanges Information</td>
</tr>
<tr>
<td>Seeing</td>
<td>Detects, Determines, Perceives, Distinguishes, Estimates, Judges, Observes</td>
</tr>
<tr>
<td></td>
<td>Recognizes, Perceives, Estimates, Judges, Observes</td>
</tr>
<tr>
<td></td>
<td>Discerns, Inspects, Compares, Observes</td>
</tr>
<tr>
<td>Other Demands</td>
<td>Detects, Uses, Perceives, Discerns</td>
</tr>
</tbody>
</table>

THE JOB DUTIES AND RESPONSIBILITIES: THE FOUNDATION OF A JOB DESCRIPTION

The job duties and responsibilities section is the cornerstone of the job description. The information in this section:

- Provides the job incumbent as well as prospective employees with a clear understanding of what the job is – from the essential job tasks to the key functions of the job
- Ensures the supervisor and job incumbent have a common understanding of the expectations, role, and scope of the position
- Provides a basis for performance appraisals
- Serves as tool to department and school/division leadership to ensure resources are allocated properly to meet goals

Job duties should...

✓ Focus on key tasks – avoid including trivial tasks that are either implied or are not essential to getting the job done
✓ Be expressed in complete sentences
✓ Begin with an action verb – this will give the audience a better understanding of what will be expected of the incumbent in the position
✓ Be precise – specify the tasks and duties necessary to carry out the job responsibilities. Vague definitions of the job can lead to inaccurate interpretations by the incumbent, prospective employee, and HR representatives.
✓ Be concise – write in brief sentences or bullet points
✓ Be written by the supervisor of the position
✓ Be written for your audience – the job incumbent, prospective employees, and HR
✓ Not include knowledge, skills, or abilities needed to complete the task – this should be included in the Other Skills Required section of the job description
✓ Use the words “may” and “occasionally” sparingly

On pages 6-11, you will find a step by step guide to help simplify the task of writing the job duties and responsibilities section of the job description.
Step 1: Select a Writing Method

There are a couple of ways that you can tackle the Job Duties and Responsibilities section of the job description. The writing method you select may vary based upon the level and complexity of the job.

Which writing method do you prefer?

- **Writing Method 1** – Start with key functions in your job; then write a list of daily, weekly, monthly, and/or annual duties and responsibilities that relate to that function.

  Or

- **Writing Method 2** – Start with a list of your daily, weekly, monthly, and/or annual duties and responsibilities; then group the duties and responsibilities by function.
Step 2: Identify Key Functions and Job Duties / Responsibilities

In the column corresponding to the writing method you have selected, follow the instructions listed to brainstorm and identify the key functions, duties and responsibilities for the position.

<table>
<thead>
<tr>
<th>Writing Method 1</th>
<th>Writing Method 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identify the key functions of the job, or the essential areas of responsibility.</strong> (Each job should have at least 2, but preferably 3-5, key functions.)</td>
<td><strong>Write a list of all the daily, weekly, monthly, and annual duties and responsibilities the position will have.</strong></td>
</tr>
<tr>
<td><strong>EXAMPLE</strong> - Here is a list of key functions you may have generated:</td>
<td><strong>EXAMPLE</strong> - Here is an example of a list you might generate for a position:</td>
</tr>
<tr>
<td>• Budget</td>
<td>• Plan annual budgets for the department.</td>
</tr>
<tr>
<td>• Events</td>
<td>• Analyze internal processes.</td>
</tr>
<tr>
<td>• Graduate Program</td>
<td>• Recommend and implement procedural or policy changes to improve operations.</td>
</tr>
<tr>
<td></td>
<td>• Monitor and analyze budgetary expenditures</td>
</tr>
<tr>
<td><strong>For each key function, list the corresponding daily, weekly, monthly, and/or annual duties or responsibilities.</strong></td>
<td>• Monitor the facility to ensure that it remains safe, secure, and well-maintained.</td>
</tr>
<tr>
<td><strong>EXAMPLE</strong> - For the Budget function, you may develop a list of duties similar to this:</td>
<td>• Prepare and review operational reports and schedules to ensure accuracy and efficiency.</td>
</tr>
<tr>
<td>• Plan annual budgets for the department</td>
<td>• Hire and terminate clerical and administrative personnel.</td>
</tr>
<tr>
<td>• Devise budgetary forecasts related to departmental goals and projects</td>
<td>• Set goals and deadlines for the department.</td>
</tr>
<tr>
<td>• Monitor, and analyze budgetary expenditures</td>
<td>• Oversee construction and renovation projects to improve efficiency and to ensure that facilities meet environmental, health, and security standards, and comply with government regulations.</td>
</tr>
<tr>
<td>• Create budgetary reports</td>
<td>• Devise long term forecasts related to departmental goals and projects</td>
</tr>
<tr>
<td></td>
<td>• Create budgetary reports</td>
</tr>
<tr>
<td></td>
<td>• Direct or coordinate the supportive services for the department.</td>
</tr>
</tbody>
</table>

Review the list of job duties to identify the key functions of the job.

**EXAMPLE** - Based upon the list above, you may have identified the following key functions:

- Budget
- Operations
- Facilities
Step 2: Identify Key Functions and Job Duties / Responsibilities (cont)

Having a tough time brainstorming? Here are some questions that might help:

- If this job didn’t exist, what work wouldn’t get done?
- What need(s) does this position fill in the department and / or school/ division?
- What is the role of this position?
- What do you expect from the person in this position?
- What does / will the job incumbent need to do on a daily, weekly, monthly, and annual basis to get the job done?
- What responsibilities are given to this job?
- What goals have been assigned to this position?

Some things to remember….

- Each job should have at least 2, but preferably 3-5, key functions.
- Each key function should have at least 2 duties or responsibilities.
- Begin each job duty / responsibility with at least 1 action verb (see the [Action Verb Glossary](#)).

This step is very important to the Performance Appraisal Process as well. The core competencies used to evaluate the job incumbent’s performance are determined using the key functions, job duties and responsibilities of the job.
Step 3: Review Key Functions and Job Duties/Responsibilities for Accuracy and Comprehension

Now that you have brainstormed and identified the key functions, duties and responsibilities for this job, review your list and ask yourself these questions:

- Does this capture all the essential job functions, responsibilities, duties, and tasks the incumbent will be held accountable for?
- Assuming my audience knows nothing about this job; would this provide a clear and complete picture of what is expected of him / her?
- Would a person that does not work in my department or at Rice understand this?
- Did I use descriptive action verbs to convey the job duties (i.e. there is limited use of words such as assist, coordinate, prepare)?
- Are the job duties written in complete sentences?
- Are there at least 2 key functions included?
- Are there at least 2 job duties listed for each key function?
- Is this job doable?
- Can someone be successful in this job?
- Does the job description reflect the level of work you expect once the job incumbent is acclimated to the new position?

If the answer to any of these questions is “No”:

- Add any pertinent information to ensure the job duties / responsibilities are complete and accurate.
- Revise the job duties / responsibilities to ensure they are accurate and easy to understand.

The Job Duties / Responsibilities component of the job description should be:

- Complete – includes all the functions and duties the incumbent will be responsible for
- Focused on key tasks – i.e. those essential to getting the job done
- Expressed in complete sentences
- Precise – specifies the tasks and duties necessary to carry out the job responsibilities
- Concise – written in brief sentences or bullet points
- Written for a general audience with little to no knowledge of the job, your department, or Rice
Step 4: Summarize the Role and Responsibility for each Key Function

Now that the key functions, job duties and responsibilities are complete, accurate, and easy to understand, write a sentence or two for each key function to summarize the incumbent’s role and level of responsibility to that function. This will help provide context to the job duties that will follow.

**EXAMPLE**: Using the Budget function from Step 2, here is an example of a summary statement that describes the role and responsibility the incumbent has to the Budget function.

**Budget**

*Manage the daily budgetary operations of the Department and is instrumental in the strategic budgetary planning process for the Department.*

- Plan annual budgets for the department
- Devise long term forecasts related to departmental goals and projects
- Monitor and analyze budgetary expenditures
- Create budgetary reports
Step 5: Estimate the Percentage of Time for each Key Function

Now that the Job Duties and Responsibilities component of your job description is well written, accurate, complete, and easy to understand, the only remaining step is to estimate the amount of time the incumbent will spend on each Key Function.

First, organize the key functions and corresponding duties of the job in a logical fashion, such as by order of importance. Start by prioritizing the key functions, and then rank the corresponding job duties for each key function by order of importance as well.

Second, estimate the percentage of time the incumbent will spend on each key function over the course of a year. Since you have already prioritized the key functions, it should be easier to estimate the time spent on each. Typically, the most important functions will consume the majority of an incumbent’s time, with the other functions requiring less time.

**EXAMPLE** - Here is a finished example of the Job Duty / Responsibility component:

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Job Duty / Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>50%</strong></td>
<td><strong>Operations</strong></td>
</tr>
<tr>
<td></td>
<td>Manage and direct support personnel and processes for the department to ensure efficient operations and achievement of departmental goals and objectives.</td>
</tr>
<tr>
<td></td>
<td>● Direct or coordinate the supportive services for the department</td>
</tr>
<tr>
<td></td>
<td>● Hire and terminate clerical and administrative personnel.</td>
</tr>
<tr>
<td></td>
<td>● Set goals and deadlines for the department.</td>
</tr>
<tr>
<td></td>
<td>● Analyze internal processes</td>
</tr>
<tr>
<td></td>
<td>● Recommend and implement procedural or policy changes to improve operations.</td>
</tr>
<tr>
<td></td>
<td>● Prepare and review operational reports and schedules to ensure accuracy and efficiency.</td>
</tr>
<tr>
<td><strong>35%</strong></td>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td></td>
<td>Manage the daily budgetary operations of the Department and is instrumental in the strategic budgetary planning process for the Department.</td>
</tr>
<tr>
<td></td>
<td>● Plan annual budgets for the department</td>
</tr>
<tr>
<td></td>
<td>● Devise long term forecasts related to departmental goals and projects</td>
</tr>
<tr>
<td></td>
<td>● Monitor and analyze budgetary expenditures</td>
</tr>
<tr>
<td></td>
<td>● Create budgetary reports</td>
</tr>
<tr>
<td><strong>15%</strong></td>
<td><strong>Facilities</strong></td>
</tr>
<tr>
<td></td>
<td>Manage facilities operations for the department to ensure compliance with government regulations, environmental, health and security standards, and to ensure a safe and secure work environment.</td>
</tr>
<tr>
<td></td>
<td>● Oversee construction and renovation projects to improve efficiency and to ensure that facilities meet environmental, health, and security standards, and comply with government regulations.</td>
</tr>
<tr>
<td></td>
<td>● Monitor the facility to ensure that it remains safe, secure, and well-maintained.</td>
</tr>
</tbody>
</table>

Some general rules of thumb for this process:

- The total percentage of time for all key functions must add up to 100%
- The percentage of time for each key function should be at least 5% of the total job or higher
- Key functions that consist of less than 5% of the total job should be removed (as they may be non-essential tasks), grouped with another function, or put under the header of “other duties as assigned.”
The Position Summary

The position summary provides a high level overview of the role, level and scope of responsibility, and the key functions of the job. In addition, it will convey key qualifications – education, experience, skills, etc. – required to be successful in the job.

This is a very important part of the job description as it is usually the first part of the job description that job incumbents and prospective employees read, gives them their first taste of what they can expect to do in the job, and can impact recruitment efforts.

Although this is often the first thing job incumbents and potential employees read; it should be the last part of the job description that you write. This is a summary and it is meant to serve as a condensed version of the job description. Once you have written the rest of the job description, this is the easy part.

1. Write a one sentence summary of the overall role this job plays.
2. Insert the sentences you wrote to summarize each key function – this will provide more detailed information about the key aspects of the job and will your audience a window into a day in the life of this position.
3. If there are any unusual aspects to the job, include one or more sentences to communicate these to the job incumbent and / or prospective employees. This would include required travel, work on the weekends, routine or occasional overtime, unpleasant environmental factors (i.e. work outside or in noisy areas), jobs that are less than full time, positions funded by grants, etc.

Tip: The Job Summary is also a great place to provide a brief description of the department and its mission and purpose.

EXAMPLE – Using the Job Duty/Responsibility Component on page 11, here is what the position summary would look like:

Serve as the primary Administrative Manager for the Department to ensure smooth and efficient operations, effective budget management, and a safe and comfortable work environment. Manage and direct support personnel and processes for the department to ensure efficient operations and achievement of departmental goals and objectives. Manage the daily budgetary operations of the Department and is instrumental in the strategic budgetary planning process for the Department. Manage facilities operations for the department to ensure compliance with government regulations, environmental, health and security standards, and to ensure a safe and secure work environment.

The incumbent will be required to work weekends during August and January.
The Education and Experience Requirements

**The Education Requirement**
- Establishes the minimum level of education needed to perform the job (i.e. HS Diploma or equivalent, Bachelor’s Degree, etc.).
- Conveys the type of degree or concentration that is needed (i.e. Bachelor’s Degree in Computer Science).
- Communicates any acceptable substitutes (i.e. 4 additional experience in place of a Bachelor’s Degree).

**EXAMPLE – The Education Requirement**

<table>
<thead>
<tr>
<th>Education Required</th>
<th>Bachelor's Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify Concentration / Degree Type</td>
<td>Business Administration, Accounting, Economics, Finance, or related field.</td>
</tr>
<tr>
<td>Substitution for Education Requirement</td>
<td>May substitute additional related experience, above and beyond what is required, on an equivalent year for year basis in lieu of the degree requirement.</td>
</tr>
</tbody>
</table>

**The Experience Requirement**
- Establishes the minimum number of years of job related experience that is required to be successful in the job.
- Conveys the type of experience that is needed (i.e. Supervisory Experience).
- Communicates any acceptable substitutes (i.e. substitute a Master’s Degree for 2 years of experience).

**EXAMPLE – The Experience Requirement**

<table>
<thead>
<tr>
<th>Experience Required</th>
<th>5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify Type of Experience</td>
<td>Experience in progressively responsible professional administrative roles including budget, facilities, or operations management</td>
</tr>
<tr>
<td>Substitution for Experience Requirement</td>
<td>Education may not be substituted for the experience requirement.</td>
</tr>
</tbody>
</table>
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The Education and Experience Requirements (cont)

The Education and Experience Requirements should be...

✓ Consistent with department, school/division, and university standards
✓ Unbiased – The education and experience requirement cannot be based upon the a particular person’s education and experience
✓ Precise – Requirements that are too high can eliminate potentially qualified applicants from your applicant pool. If they are too low, you may receive a lot of applications, but only a few who are actually qualified.
✓ Specific – Set the requirements at the very minimum needed to be qualified for the job, but also include the type of experience you are interested in. For example, instead of 2-3 years of related professional experience, say 2 years of experience as an administrative assistant. Or, instead of Bachelors or Master’s Degree in Business, say Bachelors degree in Business Administration, Accounting, Finance, Economics, or related field.
✓ Relevant – The education and experience requirements should be applicable to the duties and responsibilities of the job

Requirement vs Preference

- The Education and Experience Requirements are essential qualifications needed to carry out the day to day job functions.

- The Education and Experience Preferences are qualifications the hiring manager, supervisor, department would like a job incumbent to have, but are not essential to carrying out the day to day functions of the job.

To develop sound education and experience requirements, use the following resources:

- Rice classification standards – For most classification groups, the minimum education and experience requirements have been established.

- RICEWorks Job Description Library – Look at the education and experience requirements of similar jobs around campus.

- HR/Compensation – call Compensation to help you think through what might be appropriate. We have resources at our disposal that can address unique situations and positions.

Remember – The Education and Experience Requirements come as a package. Job incumbents and prospective employees must meet both requirements to be considered as “qualified” for the position. If another combination is acceptable, please consult with HR/Compensation to determine the appropriate way to capture this in the job description.
The Job Title

A job title...

❖ Is a brief description (1-3 words)
❖ Reflects the content, purpose, and scope of the job
❖ Is consistent with other similar jobs at Rice

To select a job title, refer to similar jobs within Rice using RICEWorks. The Job Description Library in RICEWorks allows you to search for similar jobs. When you find a comparable job, use that job title.

If the job description you are working on is rather unique, call HR/Compensation. We have resources at our disposal that can address unique situations and positions.

A job title should be...
● Brief – one to three words
● Precise – accurately conveys the content, level, and scope of responsibility of the job
● Relevant - comparable to similar jobs in the department, across the university, and in the marketplace
● Consistent with the department’s organizational structure

EXAMPLES – Job Titles:

- Program Manager
- Department Coordinator
- Groundskeeper
- Accountant I
- Director of Development
- Research Technician II
Listed below are some additional resources that may help you write the job description:

- **HR Compensation** – We have expertise and resources to assist you in developing a well written, comprehensive job description. Please call us if we can help.

- **RICEWorks** – There is no reason to reinvent the wheel – use these resources to develop your job description.
  - **Job Description Library** – Look at other job descriptions to see if there is already a similar position. You can use it as a template and tweak as needed.
  - **Classification Descriptions** – Use the common activities listed in the classification description as a basis for developing the job duties

- **Online job postings** – To get the brainstorming process started, look for similar jobs on job posting websites. And it often brings to light things that you may have forgotten, but that are equally important to include in the job description.

- **O*NET** – This is an online database administered by the Department of Labor that provides job duties, skills, education, etc for thousands of jobs. This is a great place to get information on the types of job duties that are characteristic of other similar positions.