

Position Description

Each recruitment effort starts with a position description. The hiring unit or appropriate administrator develops the position description. This document should accurately and clearly describe the full range of responsibilities, duties, and tasks. It may or may not include some elements from the ADA forms and Vacancy Announcement. It is not posted as an advertisement, but is considered a working description for your department.

A carefully written position description is valuable in several ways. It can decrease subjectivity in matching candidate qualifications to the position and it can support the hiring decision should a hiring authority be called upon to document its choice. The position description may become a tool for future assessments of the individual's performance.

The position description should:

- 1) Lists the essential duties and responsibilities of the position
- 2) Identifies reporting lines
- 3) Enumerates the qualifications (required skills, knowledge, and abilities) required of the candidate
- 4) Communicates expectations and how job performance will be measured
- 5) States the terms of the position, e.g., full-time, part-time, twelve-month renewable contract
- 6) Lists the guidelines, e.g., the Collected Rules and Regulations of the University of Missouri System
- 7) Lists physical demands and work environment

You may wish to visit the Job Description Writer at <http://www.careerinfonet.org/jobwriter/default.aspx>.

Please contact the Office of Diversity, Equity and Inclusion for additional information or assistance at 314-516-5695 or by email at odei@umsl.edu.