

## 3501 GD.01

### How to Write Position Descriptions and Qualifications

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#### Position Descriptions

##### A. General Purpose

Give a brief synopsis of why the position exists. Define the major activity; establish the parameters and framework for the position. Should only be 1-2 sentences long.

Examples of general purpose
<ul style="list-style-type: none"><li>▪ Under supervision of the lab manager, perform specialized and routine procedures and techniques in controlled experiments in a molecular immunology laboratory. In addition, provide maintenance and care of lab equipment.</li><li>▪ Provide financial and accounting support for the Controller of the University.</li><li>▪ Reporting to the Systems Manager, provide first level general computing support to the school's faculty, staff and students. Provide technical assistance to users; participate in software/hardware installations and upgrades; and assist in maintaining network, file server systems and user accounts.</li><li>▪ With limited supervision and exhibiting significant initiative, independence and knowledge of Yale University/Yale New Haven Hospital, provide a high level of secretarial and administrative support to the Section Chief and Section Administrator.</li></ul>



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##### B. Essential Duties

Define the major responsibilities of the position in order of importance. Define what is done, how it is done, and if possible why it is done.

Examples of essential duties
<ul style="list-style-type: none"><li>▪ Determine eligibility for study participation by identifying, screening, and interviewing potential subjects.</li><li>▪ Review applications and make acceptance recommendations in order to ensure the most qualified applicants are admitted to the school.</li><li>▪ Receive and log applications for admission; contact applicants to obtain missing information and enter application information to the database.</li><li>▪ Develop spreadsheets to document, track and prepare reports on departmental expenses and financial activity.</li></ul>



##### C. Dimensions

If relevant, provide data that measures the impact this position has on the operations of the University. Include dimensions that the position is accountable for or directly impacts. Some of the examples below may be applicable to the position you are describing; however there are many other specialized dimensions not included in this list.

Examples of dimensions
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- Budget dollars (operating budget, program budgets, special gifts or endowment funds, etc.)
- Grant dollars
- Value of assets managed (capital equipment, etc.)
- Personnel supervised (numbers of C&T, M&P and/or S&M employees)
- Payroll dollars
- Total purchases
- Value of inventory
- Dollar value of accounts payable, receivable, claims, billings
- Square footage and number of buildings managed
- Sales volume-income generated
- Number of staff members, faculty, students, customers, or patients served or accountable for

## Qualifications

Qualifications include the experience and education from the generic job description along with any specific experience, training, skills, knowledge, certifications, licenses and physical requirements necessary to perform the job. This section should also note any special working conditions.

- Establish the minimum requirements necessary to perform the position competently without over or understating.
- Examples of specific experience/knowledge/skills may include particular computer hardware/software knowledge, prior supervisory experience, organizational and oral/written communications skills, etc.
- Make sure the requirements are consistent with the position duties. For example, if you are requiring working knowledge of Excel there should be a corresponding duty listed for developing or maintaining spreadsheets.
- In the majority of cases you should not include as a requirement the knowledge of Yale University systems because this will limit your applicant pool to internal candidates. Instead, this knowledge should be preferred. You may, however, state under required knowledge "willingness to be trained on Yale University systems". The above also holds true for other highly specialized skills and knowledge.
- Certifications/licenses – include specific certifications, i.e., Licensed Practical Nurse, certified X-ray technician, or more general such as a valid driver's license where the position duties include driving a vehicle.
- Pre-employment testing – tests an applicant must pass which may include pre-employment drug test, keyboarding test, etc.
- Physical requirements – examples include ability to lift (specify weight), bend/reach frequently, climb stairs, stand for prolonged periods, etc. (must correlate with essential duties).

Working conditions – any special conditions that an applicant should be able to work with, such as exposure to animals, dust, chemicals, etc.