Job Description Template

The Job Description Template is to be completed, in its entirety, by the respective departments and emailed to the Office of Inclusion, Equity, and Diversity for review and posting. The template, with an included institutional message composed by Communications and Marketing, will ensure posting uniformity across departments and required Equal Employment Opportunity Compliance.

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| Full Job Title (rank, position, specialty, Requisition #) |  |
| Full time or Part time (include percentage) |  |
| Hiring Manager, Assistant Hiring Manager (if applicable) |  |
| Job Description | |
| Description/duties  (specify tenure or non-tenure track)  **MUST SPECIFY IF THIS IS AN INTERNAL SEARCH** | . |
| Supervisory role |  |
| Research/Teaching/ Patient Care duties |  |
| Basic Qualifications | |
| Minimum Education  Required certifications  Required Licensure |  |
| Departmental Preferences | |
| Background / Experience  Specialty Skills |  |