## JOB DESCRIPTION Template

## Please use the following format when submitting a job description through JobX.

#### Reports To/Works With: (text box)

Primary Functions: (text box)

Areas of Responsibility: (text box)

Supervisory Responsibilities: (text box)

Contacts/Populations that will be served: (text box)

Essential Experience: (text box)

Desired Experience: (text box)

Required Knowledge or Skills: (text box)

Knowledge/Skills Areas (Choose all that apply within your position)

These skill areas correlate to the skill areas within the Dean’s Office Eportfolio and will help students when later

creating resumes. Choose all areas that your position may include.

Accounting/Finance,

Active Listening,

Administrative,

Alumni Engagement,

Analytical,

Artistic,

Assessment,

Building Relationships,

Business Intelligence,

Carpentry,

Coding,

Collaboration,

Communication,

Communication (nonverbal),

Communication (Verbal),

Conflict Management,

Conflict Resolution,

Content Strategy,

Creative Thinking,

Critical Thinking,

Customer Service,

Delegation,

Disability Awareness and Etiquette,

Editing,

Empathy,

Empowerment,

Entrepreneurial,

Ethical decision-making,

Facilitation Skills,

Flexibility,

Global Awareness,

Information Technology,

Intercultural Awareness,

Intercultural Knowledge,

Interpersonal skills,

Leadership,

Marketing,

Mechanical,

Multitasking,

Presentation/ Public Speaking,

Problem Solving,

Research,

Responding to Ambiguity or Change,

Self-awareness,

Social Entrepreneurship,

Social Media,

Social Responsibility,

Strategic Planning,

Teamwork,

Technical,

Time Management

Physical Demands: (text box)

Working Environment: (text box)