**Quick Tips - Creating a New Job Description**

1. **Use the most current Job Description Template available on the intranet.**

***Note:*** the template works best when you open the file on your desktop. If you are accessing it online (Office 365) you need to download the file to complete it.

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| **Required Fields/Sections**  **to be completed** | **Sections to Review/Revise depending on the Job** | **Sections to Retain**  **Do Not Edit** |
| * Job Title * All position detail fields * Position Summary * Essential Duties * Minimum Requirements/Qualifications * Preferred Skills and Characteristics | * Technology, Language and Mathematical Skills * Reasoning Ability * Physical Demands * Work Environment | * Qualifications, including current DEI language * To Apply |

1. **Position Summary** – replace the guidance that’s provided with a summary statement about the position. 4-6 sentences should be sufficient.
2. **Essential Duties** – the accepted format includes a heading and bulleted list of specific responsibilities. The percent of time required for duties should be listed too. When completed, all essential duties should add up to 100%. *Example:*

**Benefits Administration (Design, Implementation, Management & Evaluation) - 60%**

* Coordinates with Benefits Consultants for annual plan renewal efforts, and development and implementation of new benefit initiatives. Reviews vendor bids and makes recommendations to enhance benefit plan design and/or to contain costs.
* Implements new benefits initiatives, develops materials and presents benefit plan changes to employees.
* Educates employees on benefit plans continuously to elevate their understanding of the value of total compensation at the College. Assists employees and other covered individuals with questions and issues arising with benefit plan usage.
* Enters benefit plan design changes into HRIS to begin corresponding automated deductions. Maintains system to ensure efficient operations, processing, and benefit-related report generation.
* Enrolls new employees in benefit plans after benefits orientation, entering employee benefit choices into HRIS.

1. **Complete and/or review** all other sections of the job description template.