

Job Description Template

The Job Description Template is to be completed, in its entirety, by the respective departments and emailed to the Office of 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.

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) 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	