**(Job Title/Working Title)**

**Department, College, or School**

Job Code/Description: (Assigned by HR)

Unique Comp Code **OR** [CIP Code](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55):

Position Number:

Professional Field: State the professional field/discipline of the position (e.g., Biological Research).

Reports to: Job Title

Supervisory Role: This position (will/will not) supervise other employees.

Work Location: On-site/Hybrid/Fully Remote

FLSA: Exempt/Non-Exempt

Position is Deemed [Essential or Critical](https://hr.uccs.edu/essential-and-critical-services): Yes/No

Salary/Pay Range: Salary Range for Exempt/Pay Range for Non-Exempt

Source of Funding: Provide speed type & funding description (General Fund, Grant, Endowment, etc.)

**Summary**

\*Usually in paragraph format\*

* Brief description of the organization and the position's role within the organization.
* Briefly describe the primary functions and/or program, e.g., day-to-day operations, supervisory, program development, management, fiscal accountability, etc.
* Briefly describe the scope of responsibilities within the unit, campus, or statewide. Explain the duties, how they are performed, and why they are essential.
* Should not exceed five sentences long.

**Essential Functions**

The duties and responsibilities of the position include, but are not limited to:

* Essential functions of the role should be written to support the level of work and responsibility of its job level.
  + University Staff: <https://hr.uccs.edu/job-classification-structure/job-levels>
  + Faculty: <https://www.cu.edu/ope/aps/5060>
* Enumerate specific duties, including outcomes and how they are achieved.
* List the most critical/essential/important duties first. Give specific examples; do not use ambiguous terms.
* Clearly define the work's scope, content, and variety. Include duties that require creativity, analytical thinking, evaluation, interpretation, or critical thinking.
* What problems will this position have to consider, what analysis will be done, and what are the impact and consequences of decisions made by this position? How will they resolve complex issues?
* What initiative, discretion, and creativity are allowed?
* List examples of courses that may be taught, if applicable.

**Qualifications**

* Note: **Both required and preferred qualifications fall in this section**.
  + If a qualification is required, consider verbiage like, “To be considered for this role, you must possess…” or “A Bachelor’s Degree in XXXX is mandatory.”
  + If a qualification is preferred, consider verbiage like “Experience in XXXX is highly desirable” or “The ideal candidate possesses a certification in XXXX.”
* Education: State the degree required, including the specific field(s) you would accept. For example, “A Bachelor’s Degree in Finance or Accounting is required.”
  + If experience will be accepted in place of a degree, state: “Substitution: Year-for-year experience will be considered as a substitution for the degree.” After the degree requirement. (We recommend generic education/substitution requirements to promote more inclusive job postings.)
* Experience: **Do not use a number of years or months.** When experience is required, consider a broad expression such as:
  + For entry-level roles: “Ability to learn and apply new skills in XXXX.”
  + For mid-level roles: “Experience supporting or coordinating XXXX initiatives.”
  + For senior roles: “Proven track record in directing and implementing XXXX strategies.”
* Special Qualifications: If licensure or certification is required, please include it here. If these are needed within xx months of hire, please also include that. If no licensure or certification is needed, do not include this section.
* Aim to list approximately 3-5 essential qualifications.
* Ask yourself how the candidate would document how they meet each of the qualifications. If the qualification would be difficult or impossible to quantify (e.g., personality traits, verbal and oral communication skills), do not include it in this section.

*All employees of the University of Colorado Colorado Springs (UCCS) are required to complete training on policies and procedures administered by the Office of Institutional Equity (OIE), under the supervision of the Associate Vice Chancellor of Institutional Equity/Title IX Coordinator. Required training includes: understanding and reporting conduct prohibited by the sexual misconduct, protected class nondiscrimination, and conflicts of interest in cases of amorous relationships policies, related retaliation, and compliance with accommodations regarding disability, pregnancy or related conditions, and religion. All employees are also designated as “responsible employees” and are required to report conduct prohibited under these policies. Additionally, when a person discloses a pregnancy or related condition to an employee, that employee must provide that person with the Title IX Coordinator’s contact information and inform the person that the Title IX Coordinator can coordinate specific actions to ensure that person’s equal access to the university’s education programs or activities. More information is available at:* [*Policies and Resolution Procedures | Office of Institutional Equity (uccs.edu)*](https://equity.uccs.edu/policies-and-resolution-procedures)*.*

Note: This job description outlines this role's general responsibilities, qualifications, and physical requirements at UCCS. It is not an exhaustive list of all required duties, responsibilities, and qualifications. The university reserves the right to modify, add, or remove duties and responsibilities as needed to meet the university's needs.