UofL

University of Louisville
Job Description

Job Title: *Include preferred job title. Compensation will recommend final titles to ensure accuracy and consistency across the university.*

Reports To: *Use the title of the job to which this job reports, not the manager's name (e.g. Director-Total Rewards)*

Department: *Use the name of the department, not a department code or number (e.g., Human Resources)*

For Compensation Use Only	
Job Code:	
Grade:	
FLSA Status:	
Date:	

I. Job Summary
The Job Summary should outline the high-level responsibilities of the job, not go into details of responsibilities.

II. Essential Duties and Responsibilities
List the primary duties and responsibilities of the job. This should not be a task list or desk procedures, but the top 4 to 7 responsibilities of the job. List the duties in descending order of impact/time.

III. Minimum Requirements
List the minimum requirements for candidates to be considered for the job. Candidates that do not meet these minimum requirements cannot be considered for the job. Include education, work experience, certification, system or technology experience or other skills that are required.

For example:
Bachelor's degree in _____ or equivalent combination of education and work experience.
X years' experience in_____ .
Proficient in MS Outlook, Word, Excel, PowerPoint.
Effective oral, written and interpersonal communication skills.
Certification in _____ .

IV. Preferred Qualifications
List any preferred qualifications that the ideal candidate would have. This may include an advanced degree, a specific type of experience, preferred certifications, etc.

V. Competencies
List Competencies relevant to this job. For example, a director-level job may have the following competencies:
1. *Project Management - organized, task oriented, ability to delegate and follow up.*
2. *Proactive - anticipates and plans for problems before they arise.*
3. *Analytical- evaluating data and other information with the ability to choose the best solution and make recommendations.*
4. *Flexible – ability to change directions as needed for the good of the department or organization.*
5. *Service Excellence – responsive, informs constituents of process, pleasant to work with, educates and provides timely, accurate information.*

6. *Organized – manages time effectively, keeps tasks appropriately prioritized.*
7. *Critical Thinking – ability to think through issues and identify appropriate options.*
8. *Work Ethic – motivated, diligent, industrious and persistent in the workplace, stays on tasks to completion, works at a fast pace to ensure optimal efficiency.*
9. *Interpersonal – can build effective, strong working relationships with employees, colleagues, management and vendors through trust, communication, and credibility.*
10. *Teamwork – ability to work with others, serve others, help others, lead others, mentor others, take directions from others in the interest of moving process and programs forward to the desired outcome.*

VI. Physical Requirements

List the physical demands of the job that the candidate/incumbent is required to be able to perform. Most office jobs will be the same, but certain jobs may have additional requirements due to the specialized nature of the job. For example:

Requires working in a typical office environment with sitting and regular use of a computer, the ability to see, hear and use office equipment and occasional standing, stooping and lifting up to 20 lbs. May require occasional travel between University buildings to meet with others.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. It is not intended to be an exhaustive list of all duties and responsibilities required of individuals in this job. Other duties may be assigned as determined by management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.