

## Outline for Writing Effective Job Description Summaries

The goal of the summary is to provide candidates a snap shot of the position and the essential responsibilities. The summary should be clear, to the point, and written in present tense and in active voice. Job summaries should generally be structured as follows:

- I. An overview of the Department/Division/School/Institution
  - a. Mission, vision, values, philosophy and history
    - i. Consider including a link to the homepage of the department/division/school/institution
- II. Information about the position
  - a. High-level
    - i. What is the position's purpose and overall contribution to Department/Division/School/GWU? Summary statement.
  - b. Portfolio of the position
    - i. Who does the position report to?
    - ii. What stakeholder group(s) does the position engage, and are they internal or external to the university?
  - c. Day-to-day
    - i. What are the essential functions of the position? Select marginal functions may also be included.
    - ii. Does the position manage employees and require supervisory skills?
      1. How many direct reports?
      2. How many indirect reports?
  - d. Supplemental position information
    - i. Specific work location requirements (e.g. 50% Ashburn, 50% Foggy Bottom)
    - ii. Travel
    - iii. Work environment (e.g. noise level)
- III. Additional data to provide in the posting
  - a. Desired Qualifications Section
    - i. Describe "Hard skills" such as discipline specific knowledge, degree/certification, and type of relevant experience preferred
    - ii. Soft skills (e.g. looking for a team player)
    - iii. Should not include absolute language such as "must" or "required"
    - iv. Should not restate the minimum qualifications in this section, but can *describe* qualifications preferred
  - b. Required Licensure/Certification/Minimum Qualifications Section
    - i. Physical demands
    - ii. Language Requirements
  - c. Documents needed with application
    - i. Should be included under Special Instructions to the Applicant

## Example of an Effective Job Description Summary

[SECTION I] The programs of the College of Professional Studies (CPS) are designed with the requirements of adult learners and working professionals in mind. CPS offers undergraduate and graduate programs that address the competency requirements of adults working in emerging and rapidly changing professions. By combining University faculty experts with accomplished practitioners, CPS is a catalyst for academic innovation, constructing credentials for the workforce that uphold the University's rigorous standards of academic excellence and respond to the needs of today's professionals. [Ia]

[SECTION II] The Admissions Counselor plays a critical role in identifying and supporting potential students who have the qualities to succeed and who can enhance the learning environment in CPS. [IIa]

Reporting to the Director of CPS, the Admissions Counselor represents the front lines of CPS's admissions operations. The Admissions Counselor manages all stages of the admissions process. 10% of the Admissions Counselor work time is spent traveling in the DC metropolitan area to recruitment events. [IIb]

Responsibilities include: [IIc]

- Advises applicants with all aspects of the admissions process.
- Tracks and follows up on students' progress through the admissions process. Respond to applicants' questions and concerns, following up on incomplete or inaccurate applications and providing detailed information about programs of interest to the applicant.
- Meets with prospective and admitted students; provides information about academic programs and admissions processes.
- Process applications and admissions information in Banner and Apply Yourself.
- Performs other work related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

This position is located at the Foggy Bottom campus, but frequently travels to the Ashburn, VA campus.