

New Headcount/Position Description

The goal of the position description is to 1) document tasks and responsibilities expected of the role; 2) identify skills and abilities necessary to perform in the role; and 3) note minimum and preferred qualifications. The position description is also used for recruitment, selection, training, general performance evaluation, and for determining the most appropriate classification. A good position description will be clear, concise, and written in an active voice.

At GW, research professional and other staff position descriptions, at minimum, will include Institutional/Departmental Information; a Job Description Summary; Supervisory Information; Supplemental/ Department-specific Duties; Preferred Qualifications; and a statement that the position may perform other related duties as assigned. **Before drafting your description, please review the [GW CareerPath](#) for potential position description content for staff positions to include [research professional classifications](#).**

Please review and complete the following form with as much information as you currently have, in order to get your recruitment started. Your HR Business Partner team stands by to help navigate the form and process ([HR Business Partners](#)).

INSTITUTIONAL INFORMATION

Posting Title:		<ul style="list-style-type: none"> Enter a proposed title to appear on the public posting for the job. The title will drive search engine optimization and support the success of the advertisement.
Vice President		<ul style="list-style-type: none"> Select the VP area under which this position will be established
Division/School:		<ul style="list-style-type: none"> Select the Division/School within which this position will be established.
Banner Home Org Code/Dept Name:		<ul style="list-style-type: none"> Enter the home department code and description

JOB DESCRIPTION SUMMARY (Please review the [GW CareerPath](#) to include [research professional staff](#) classifications.)

Position Title:		<ul style="list-style-type: none"> Select the Position Title of the classification which most closely aligns in duties, minimum qualifications and scope with the position to be created Does the title make sense as an industry title? Is the title indicative of what the job does, in clear terms? Is the posting title spelled out and free of acronyms? Is this title going to attract the appropriate candidates?
Explanation of Request:		<ul style="list-style-type: none"> Provide context on why this position is being established.
Proposed Effective Date:		<ul style="list-style-type: none"> Identify the date on which funding for this position is effective.
Max Budget Funding:		<ul style="list-style-type: none"> Enter the maximum budget available to pay in salary for this position. This will be utilized to assist in matching the position to a classification that supports both the proposed duties and the allowable budget. What kind of candidate are you targeting with this budget? (Entry/Emerging/Expert)? If there are other incumbents in this role in your unit, will the max budget support hiring an equally experienced/credentialed candidate at a comparable level?
FTE:		<ul style="list-style-type: none"> Does the work schedule, FTE, and hours worked per week all match? Ex. SE/R1/S3 = 1.0, FT, 40 hrs; S4/R6 = <1.0, PT, <40 hrs If part-time, are the hours 14 or more? (<14 hours cannot be a benefited position.) Hours/week divided by 40 = FTE decimal (18 / 40 = .45 FTE) For non-exempt employees, is the work schedule clear on working hours each day? (Required for OT calculations)
Total Hours per Week:		
Work Schedule:		
Full-Time/Part-Time:		
Is this a grant/research funded position?		<ul style="list-style-type: none"> Is this position funded all or in part by research/grant funding? Is there a defined date through which the role will be funded? (i.e. is this a "Limited Term" role?)

Desired Qualifications:		<p>Candidates pay special attention to this field to see if they're a good fit.</p> <ul style="list-style-type: none"> Do the desired qualifications support the job or the type of candidate the hiring manager is looking for? Do they read like an effective advertisement? Are the desired qualifications relevant for the position? Do they describe the type of experience an excellent candidate would have? Are they formatted correctly? (Bullets, consistent punctuation) Are they free of absolute language? (Cannot have "must", "requires", "needs to" etc.; Can use "Preferred", "desired", "a top candidate will have", "is important" etc.) Note – years of preferred experience cannot exceed the minimum qualifications Note – preferred degree cannot be more than one level higher than the education required in the minimum qualifications Note – desired qualifications are an ideal place to highlight the specialized skill sets/knowledge you may be looking for that can also be used as objective compensable factors to determine the appropriate pay.
Addl. Required Licenses/ Certifications:		<ul style="list-style-type: none"> Include licenses or certifications necessary for the role, if applicable (ex. Bilingual in Spanish)
Work Designation:		<ul style="list-style-type: none"> Identify the work designation for the position. The designation will inform where the position is posted for recruitment. For a description of current designation options, requirements and examples, consult the Staff Work Designation Policy. (on-site, remote or hybrid or designated on-site.)
Subordinates:		<ul style="list-style-type: none"> List all direct subordinate positions to this position. If this is a management or executive stream position, there must be at least two FT positions listed. If using student workers, are the cumulative hours at least 80+/week, all year round?
Job Location:		<ul style="list-style-type: none"> From what location (Bldg, City, State) will this position perform its duties and responsibilities the majority of the time?
Job Description Summary:		<p>The Job Description summary will be featured in the job posting and any advertisement for this role include:</p> <ol style="list-style-type: none"> an introduction to the department/school; a clear, brief description of the role and responsibilities; the reporting structure; and Statement indicating the role "may perform other duties as assigned" <p>Job summaries should:</p> <ul style="list-style-type: none"> Use consistent "action language" to describe duties (ex. "Prepares and processes reports," "Assists the leader with program logistics," "Analyzes data and identifies trends", etc (not will support, will analyze, will write, will moderate" Use correct grammar and spelling, clean organization with bullets and spacing - this posting represents GW Reference the job title correctly Match, in scope and responsibility, the job summary of similar roles in the department if they exist. Match what is expected based on the job title.

SUPERVISOR

Reports to: (supervisor)		<ul style="list-style-type: none"> What position will this role report to? If no supervisor is provided, note an affiliate supervisor (or new faculty supervisor) in the explanation of the request.
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SUPPLEMENTAL DOCUMENTS - Are any supplemental documents attached?

Org chart

Position Justification form

IPP form

Other _____

9/2024