

CREATING AND REVISING THE JOB DESCRIPTION AND POSITION ANNOUNCEMENT

The **job description** provides all of the pertinent information about the job. The **position announcement** adds information to the job description to advertise the job.

Job Description Elements

Summary:

The summary of the position should be a small paragraph outlining the position. Provide some detailed information that includes anything about the position that the applicants and/or incumbent needs to know, such as irregular working hours or if the position is academic year.

Essential Functions:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.

- Does the position exist to perform the function?
- Does the function require significant time to perform?
- What is the degree of expertise or skill that is required to perform the function?
- Is there a serious consequence of not performing this job function?

You should carefully examine each job to determine which functions or tasks are essential to performance. The collective bullets should give a good overview of the positions and the responsibilities of the position.

Non-essential Functions:

Non-essential functions do not affect the core of the job and could be reassigned to other employees.

Required Qualifications:

Required qualifications are the skills and level of education that you require the applicant and/or employee to possess to be able to perform the job. Salaried positions require a Bachelor's degree, at a minimum. At Grand Valley State University, the applicants you request to interview must meet all of the required qualifications. Here are some considerations to keep in mind:

In addition to the required degree, you may add 'or related field' so that you do not limit your requirements to a specific degree.

- Do you need a specific degree?
 - For example, Bachelor's degree in Human Resources or related field
- How many years' experience is needed to perform the duties of the job?
 - Is this an entry-level position?
- Do you need experience in a specific setting?
 - Experience working with unions and negotiating contracts

Keeping the description more open allows you to accept applicants with software different from what you may currently use.

- Do you need experience with specific software?
 - Experience working with photography software

Preferred Qualifications:

Preferred qualifications are skills and level of education that you prefer the applicant and/or employee to possess, but it is not critical that they have these skills to perform the job.

Examples:

- Master's degree in related field
- Higher education experience
- Experience with Adobe Suite

Position Announcement Elements

Salary:

When adding the salary information to the position announcement, you must decide whether or not you will post the salary range. If you do not want to post the range, you may use the verbiage "commensurate with experience."

When you post the salary range, applicants are aware of the salary range and can decide whether or not they want to pursue the position. This also means that the final offer will remain between the salary range that was posted.

Application Deadline:

The application deadline alerts applicants how long the search committee will accept applications. You can choose a date or leave it open for a prolonged period of time.

- PSS postings must be a minimum of 7 working days
- Human Resources recommends 7-10 days for all other positions
- If you do not want to choose a hard deadline, you may use the following:
- "Consideration of applications will begin immediately and the posting may be closed at any time at the discretion of the University."

How to Apply:

The how to apply section informs applicants what documents are required to apply for the position. The search committee may decide which documents are required to upload; however, the standard is a cover letter and resume. You may also add specific contact information.

Generic verbiage:

Apply online at jobs.gvsu.edu and select "Apply now". **Please include a cover letter and resume. You may add additional required documents here.** The online application will allow you to attach these documents electronically. On the application, you will be required to provide names, phone numbers, and e-mail addresses for three professional references. Applicants selected for interviews will be required to submit official transcripts prior to the interview. If you have questions or need assistance, call Human Resources at 616-331-2215. **You may add additional contact information here.**