Each area within the University is responsible for creating and maintaining accurate and up-to-date Position Descriptions for all staff roles in their area. As a resource, the Compensation Department has developed a Position Description Template for departments to use. The template was developed as a tool to assist with the creation/maintenance of Position Descriptions. It can help ensure that descriptions are consistent and contain all the necessary basic information. When writing your position description remember to refer to the [career stream level guide](https://www.purdue.edu/hr/Compensation/JobStructure/supportingDocs/CareerStreamGuide-Final.pdf) and [career path maker](https://cpm.mendixcloud.com/) for additional information. It will also ensure that all associates are receiving consistent information about their position.

**What to put in each section of the template**

|  |  |
| --- | --- |
| General Information: | The “General Information” section of the description provides an outline of the:   * Position Title * Date it was created or updated * Division/Department * The supervisor name and supervisor position number * The Purdue Job title the position is matched to * The job family and career stream |
| Position Summary: | This is intended as a brief high level overview of the position. Think of it as your elevator pitch. If you had to provide a candidate with a quick description of the position, what would you say? |
| Responsibilities and Duties: | This is an outline of the core duties of the position. It doesn’t have to be all inclusive; however, it should include the key day-to-day activities of the position or area of responsibility. Assign a % of effort to each item. |
| Qualifications and Skills: | This is an outline of the minimum education, skills and years of experience required for the position. Keep in mind these are the minimum requirements. (**Refer to the Career Path Maker for minimum qualifications.**)  *Some Education and Experience Samples Might be*   * High school diploma with 4 years of experience in … * Bachelor’s degree with 6-7 years’ experience in … |