## JOB/POSITION DESCRIPTION TEMPLATE

## Position Identification:

Position Classification:

Position/Business Title:

VP/Faculty:

Department:

Location:

## Job/Position Summary:

Provide one or two sentences to summarize the purpose of the position.  This may be expressed in terms of duties to be performed, results to be achieved or key contributions to be made.

## Organizational Status:

Provide a brief description of the unit to give the position’s context.

Describe the relationships, interactions and liaisons with other functions and the nature of these relationships.  Include the positions to which the position reports, works with, contacts (both internally and externally) and supervises.

Attach an Organizational Chart.

## Major Responsibilities:

Please see “Writing a Job Description at the UBC Okanagan campus”.

## Consequence of Error/Judgement:

Describe the level of decision making expected, and if the work will be subject to checking and by whom.

Describe the types of situations or problems that would require exercising judgment, and describe the consequences of inappropriate judgment exercised by the position.

## Supervision Received:

Outline the level of supervision the position receives.

## Supervision Given:

If applicable, outline the level of supervision the position is given.

## Education/Work Experience:

List the minimum educational qualifications required for the position as well as any additional preferences.

List the minimum work experience required for the position as well as any additional preferences.

## Performance Competencies and Criteria:

List the skills, or abilities that are necessary to be successful in the position.