Job Description Template

Public facing job descriptions can and should look much different from the Professional Staff Position Description form that compensation requires. They should be shorter, include active language, and serve as more of an advertisement for the general scope of the position rather than an all-encompassing task list.

Statement of Desired Candidate
This section should be a sentence or two of active language describing what the unit is seeking.

Example:
UW Recreation is seeking a seasoned recreation professional to join our dynamic team as the Associate Director for Programs.

Student Life Description
This section is intended to orient applicants to Student Life and the unit of the position they are applying for to help applicants understand the larger scope of the work they will be doing within the Division of Student Life.

Example:
Student Life is here to help UW students make the most of their Husky Experience, bringing together the people, places and programs that support their growth, wellness and success both within and outside of the classroom – at UW and in the world beyond.
Recreation is a unit within the Division of Student Life. Recreation's mission is to provide safe, accessible, and dynamic recreation experiences to engage students in growth and wellbeing.

Job Description
This section is intended to give applicants an overview of the position they are applying for.

Example:
The Associate Director for Programs provides executive oversight, direction, and supervision of professional staff members (currently five) who manage an extensive portfolio of activities including Aquatics, Fitness, Intramurals, Mindfulness, and Rec Clubs. In addition, the Associate Director will oversee Recreation's student staff engagement efforts.

Diversity Statement
This language should be included in all job descriptions to help students understand the Division/Unit’s commitment to diversity and inclusion.

Example:
At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.

The Division of Student Life acknowledges the Coast Salish people of this land, the land which touches the shared waters of all tribes and bands within the Suquamish, Tulalip, and Muckleshoot Nations. Student Life is committed to developing and maintaining an inclusive climate that honors the diverse array of
students, faculty, and staff. We strive to provide pathways for success and to purposefully confront and dismantle existing physical, social, and psychological barriers for minoritized students and communities. We engage in this work while learning and demonstrating cultural humility.

Responsibilities
This section should outline a broad summary of tasks, duties, and functions that this position carries out. Note: this is not intended to be a complete task list, or entirely inclusive of everything the position will do. Instead it should give high level summaries.

Example:
**Personnel:** Directly supervise five professional staff, who in turn manage large-scale student and temporary staffs. Provide functional leadership to all areas of supervision. Assist in performance management, and offer counsel and strategic advising to managers regarding creating policies and procedures, developing new programming, etc.

**Budgeting:** Provide guidance to managers and maintain general oversight in their budget planning and administration. In conjunction with the Administrator, approve and allocate annual budget requests that total approximately $1 million.

**Strategic Planning:** Participate in department wide strategic planning efforts as part of the Executive Team. Provide direction and counsel to the managers’ in their planning efforts. Implement recreation programs that are inclusive and accessible. Serve alongside Recreation colleagues on the Inclusion Work Team.

**Student Staff Engagement:** Serve as department leader for student staff engagement efforts. This includes evaluating the current program, developing new initiatives, and planning and organizing orientation events and training programs.

**Campus-Wide Initiatives:** Represent Recreation on Student Life and Campus-wide committees. Be an active member of the campus community, supporting students and colleagues.

Minimum Qualifications
This section should outline the minimum education, experience, and skills a candidate should possess for the position, being mindful of compensation limitations/requirements around certain payroll titles. Additionally, it is good practice to keep minimum qualifications as broad as possible, to encourage a wide candidate pool.

Example:
- **Bachelor’s degree required.**
- **Four+ years’ experience as a professional in campus recreation.**
- **CPR, AED, and First Aid certification required (may be trained after employment).**
- **Possess interpersonal skills to work effectively with a diverse group of students, faculty, staff, and colleagues.**
- **Demonstrated ability in leading people and projects.**
- **Demonstrated skill in supervising full-time recreation staff.**

Preferred Qualifications
While use of this section is discouraged (because we know that some candidates will see these preferred qualifications as actually required, and decide not apply for a position they are fully qualified for), you could use it to outline any preferred, but not required education, experience, and skills.

Example:
• Master’s degree preferred.
• Experience working with faculty and an ability to navigate complex systems.
• Knowledge of student development theory and ability to translate into practice of student conduct administration.
• Experience adjudicating student conduct violations in either a University level setting or a Residence Life and Housing setting.