

Instructions for ESS-C-289n

Instructions for ESS-C-289n (Job Description)

(In contracts: ERC, SEC) **Copy the following to a Word Document and complete**
Job Description

Job Title: _____ Job Category: _____
Department/Group: _____ Job Code: _____
Location: _____ Travel Required: _____
Level/Salary Range: _____ Position Type: [i.e.: full-time, part-time, job share, contract or internship]

Role and Responsibilities

[Type a description of the essential roles, responsibilities and activities a candidate can expect to assume in this position, using the Details style.]

For bullets, use the Bulleted List style:

- Bulleted list item
- Bulleted list item

For a numbered list, use the Numbered List style:

1. Numbered list item
2. Numbered List item]

Qualifications and Education Requirements

[Type a description of the work experience and educational background that a candidate should have when applying for position, using the Details style.]

For bullets, use the Bulleted List style:

- Bulleted list item
- Bulleted list item

For a numbered list, use the Numbered List style:

1. Numbered list item
2. Numbered List item

Preferred Skills

[Type a description of any additional skills or experience that would be considered favorable for a candidate who is applying for this position, using the Details style.]

For bullets, use the Bulleted List style:

- Bulleted list item
- Bulleted list item

For a numbered list, use the Numbered List style:

1. Numbered list item
2. Numbered List item