## 

## **Job Description Template**

## **[Job Title]**

Formal position title.

**Reports To:**

The **[job title]** will report to **[position title or titles this position reports to]**.

## **Job Overview:**

Provide a brief, four-sentence description of the role, what success in the position looks like, and how it fits into the company or organization overall.

## **Responsibilities and Duties:**

Provide a bullet point list of the responsibilities and duties of this job.

* List the essential duties required to carry out this job.
* List them in order of importance.
* Use complete sentences.
* Start sentences with verbs.
* Use the present tense.
* Use gender-neutral language.

**Qualifications:**

Provide a bullet point list of the qualifications that are necessary for someone to fill this position.

Bullet points you may want to include are:

* Education level.
* Experience.
* Specific skills.
* Personal characteristics.
* Certifications.
* Licenses.
* Physical abilities.