

## SAMPLE Job Description with Instructions

<b>KEY</b>
You may edit some or all of the content in fields that are white
<b>Populate with information from the Career Profile of the selected classification. These fields cannot be customized.</b>

Job Description		Instructions & Tips
Job Title	Administrative Coordinator	Select an appropriate title for the position <ul style="list-style-type: none"> <li>What are common titles for this position within and outside of Rice?</li> <li>Does the title describe the job?</li> <li>What title will attract qualified applicants to your job posting?</li> </ul>
Position Summary	<p>The Administrative Coordinator provides administrative or operational support to an individual, team, unit or department. S/he is generally responsible for the coordination of a business function, process or program.</p> <p>The Administrative Coordinator serves as the front-line person on routine inquiries and requests for all walk-in visitors, students, faculty, etc. in the front office and will answer the main departmental phone line and direct callers to the appropriate faculty or staff member. This position requires knowledge of department activities and procedures in order to handle a broad range of inquiries. S/he screens phone calls and visitors, and resolves most questions and problems, referring more complex issues to higher levels.</p>	Think of the position summary as your ad for the job. Use this to sell your position to potential applicants. We recommend following this “recipe” for success: <ul style="list-style-type: none"> <li>Keep it brief – no more than one or two short paragraphs</li> <li>Include one or two statements about Rice and/or the department, school/division or unit</li> <li>Include one or two statements about the key functions &amp; responsibilities of the job</li> <li>Include one or two statements describing your ideal candidate</li> <li>If your position is part-time or term limited, make sure to include some details about it in the position summary</li> </ul>
Education Required	High School Diploma or equivalent	Copy and paste the minimum education required directly from the career profile for the selected classification. This cannot be edited as the minimum requirements for a classification must be consistent across the university <ul style="list-style-type: none"> <li><b>Want a lower level of education?</b> Use the “Substitution for Education Requirement” field to allow additional years of related experience to as a substitute for education requirement experience</li> <li><b>Want a higher level of education?</b> Indicate it in the “Education Preferred” field and use it to screen out applicants who do not have the preferred level of education</li> </ul>
Specify Concentration / Degree Type		Does your job require a Bachelor’s, Master’s, PhD or other Terminal Degree? It’s up to you to define the requisite concentration or major, if that is essential to qualifying for the job.
Substitution for Education Requirement	<b>SELECT ONE:</b>	Select one of the options to the left.

## SAMPLE Job Description with Instructions

Job Description		Instructions & Tips
	<p><i>May substitute additional related experience, above and beyond what is required, on an equivalent year for year basis in lieu of the education requirement.</i></p> <p><i>OR</i></p> <p><i>Experience may not be substituted for the education requirement.</i></p>	
Education Preferred	Some college level courses	Use the Education Preferred to share the level of education and any particular fields of study that best prepare someone for the job you are posting. This is another way to customize the job description.
Experience Required	<b>3 years</b>	<p><b>Copy and paste the minimum experience required directly from the career profile for the selected classification.</b> This cannot be edited as the minimum requirements for a classification must be consistent across the university</p> <ul style="list-style-type: none"> <li>• <b>OK with fewer years of experience?</b> Use the “Substitution for Education Requirement” field to allow additional education to substitute for some of the required experience</li> <li>• <b>Want more years of experience?</b> <ul style="list-style-type: none"> <li>○ Indicate it in the “Experience Preferred” field and use it to screen out applicants who do not have the preferred number of years of experience</li> <li>○ Or, be more specific about the type of related experience to ensure you are targeting the right job applicants</li> </ul> </li> </ul>
Specify Type of Experience	<b>Related experience</b> in an office setting	<p>The “related experience” statement will be included in the job descriptions. It is up to you to define what you consider to be related experience.</p> <ul style="list-style-type: none"> <li>• More specific types of experience will yield a smaller pool of applicants</li> <li>• More general types of experience will yield a larger pool of applicants</li> </ul>
Substitution for Experience Requirement	<p><b>SELECT ONE:</b></p> <p><i>May substitute additional related education, above and beyond what is required, on an equivalent year for year basis in lieu of the experience requirement.</i></p> <p><i>OR</i></p> <p><i>Education may not be substituted for the experience requirement.</i></p>	Select one of the options to the left.
Experience Preferred	<p>Experience monitoring budgets</p> <p>Experience coordinating events and communications</p>	Use the Experience Preferred to share the amount and type of experience that best prepare someone for the job you are posting. This is another way to customize the job description.
License/Certification Required		If this job requires a license or certification, include it here.
License/Certification Preferred		If a license or certification would better prepare someone for this job, include it here.

## SAMPLE Job Description with Instructions

Job Description		Instructions & Tips
Skills Required	<ul style="list-style-type: none"> <li>• Proficient computer skills and demonstrated experience with office software and email applications.</li> <li>• Demonstrated success in following through and completing routine tasks.</li> <li>• Advanced organizational skills and attention to detail.</li> <li>• Advanced verbal and written communication skills.</li> <li>• Excellent customer service and interpersonal skills.</li> <li>• Ability to prioritize and multi-task.</li> </ul>	<p>Copy and paste the minimum skills required directly from the career profile for the selected classification. This cannot be edited as the minimum requirements for a classification must be consistent across the university</p> <ul style="list-style-type: none"> <li>• Are there other skills you want to add to the job? Include them in the skills preferred field</li> </ul>
Skills Preferred	<ul style="list-style-type: none"> <li>- Ability to complete work accurately with distractions and frequent interruptions.</li> <li>- Knowledge of and/or experience working with Banner highly desirable.</li> <li>- Knowledge of and/or experience working with social media sites.</li> </ul>	If there are any skills, knowledge or abilities that would make someone better prepared or sought after for this position, include it here.
Supervisory Responsibilities		Include the titles and numbers of positions this position is responsible for supervising
Fiscal Responsibilities	Tracks and monitors expenses, processes financial transactions	Include any financial responsibilities this position will have (ex. PCard, budget monitoring, budget planning and management, Concur, etc.)
Security Sensitive	Yes	
If security sensitive, this position will	Have access to a computer terminal , Have access to master key , Handle cash	
Internal / External Contacts	Extensive public contact with visitors to the Department, undergraduate students, graduate students, faculty and staff. Contact with the Facilities and Engineering Department, Police Department (for building access), delivery services, and the Dean's office every day.	Include the positions and groups this position will have contact with inside and outside of the university
Physical Demands	May have long periods using the computer of up to 8 hours a day	List the physical requirements of the job that are necessary to completing the essential functions of the job.
Working Conditions	Office environment May require overtime during peak periods in April and May to meet deadlines	<p>Include information about the work environment and conditions</p> <ul style="list-style-type: none"> <li>• Will this position be exposed to hazardous materials / conditions? How often?</li> <li>• Will this position travel? How often?</li> <li>• Will this position require work outside of regular business hours? How often?</li> <li>• Where will most of the work occur? What type of environment?</li> </ul>
Essential Functions	<ul style="list-style-type: none"> <li>• Provides administrative support to a team, department or unit to support effective operations</li> <li>• Plans and schedules calendar(s), resolves calendaring conflicts, and arranges travel</li> <li>• Processes and monitors financial transactions, including discrepancies resolution</li> </ul>	Copy and paste the essential functions from the career profile for the selected job classification. These cannot be edited as the essential functions must be consistent across the university for jobs in the same job classification.

## SAMPLE Job Description with Instructions

Job Description		Instructions & Tips
	<ul style="list-style-type: none"> <li>• Generates routine communications; coordinates production (formatting, copying, etc.) and distribution of documents, such as presentations, course handouts, grant proposals, conference and seminar materials, complex reports, brochures, and displays; and, maintains approved content on websites</li> <li>• Maintains office supplies and equipment; obtains vendor quotations, as needed</li> <li>• Schedules, organizes, and operates conferences, seminars, and events, including recommending vendors for services, overseeing the production and distribution of materials, coordinating logistics, and serving as liaison with internal and external vendors</li> <li>• Coordinates office moves and serves as the point of contact for general maintenance, health and safety, and other facility concerns within the unit(s)</li> <li>• Performs human resources transactional support, e.g. time cards, I9s, and/or faculty affairs support.</li> <li>• Performs other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Do you have more key functions or responsibilities to add?</b> You can include them in the “Additional Functions and Responsibilities”</li> <li>• <b>Want to add more detail to the Essential Functions to make it more relevant for your job?</b> You can include them in the “Additional Functions and Responsibilities”</li> <li>• <b>Keep in mind:</b> The job description should be a concise description of the job – think 35,000 foot view of the job and is not going to include every single item or responsibility someone has and shouldn’t. Supervisors have discretion to move job responsibilities around as needed, the job description doesn’t dictate what the job is, the supervisor does</li> <li>• <b>If you’ve taken the time to write a detailed description – keep it (for your records)! More detail is great for your one on one interactions with staff, for setting expectations and for communicating more detail about the job one on one with applicants. It is also a great resource for crafting interview questions</b></li> </ul>
<b>Job Duty Name</b>	Additional Functions & Responsibilities	
<b>Description of Job Duty</b>	<ul style="list-style-type: none"> <li>• Serves as front desk receptionist; greets visitors to the department office area and answers all phone calls to the main office</li> <li>• Assists faculty, staff, and students with A/V needs</li> <li>• Supervises student office assistants</li> </ul>	<p>If you have some key functions or responsibilities that fall outside the essential functions, you can add them here. Remember to keep them concise.</p> <p><b>Tip:</b> If there is another job classification that contains some of those key functions, grab the essential functions from that career profile and save yourself some time.</p>