

JOB DESCRIPTION OVERVIEW

Office of Human Resources
Mott Community College – Staff
November 1, 2004

A standardized approach and format (attached) have been adopted for job descriptions for staff (i.e., non-faculty positions). This approach covers all non-faculty (Exempt, M&O, Pro-Tech, PSO, Secretarial-Clerical, S&M and irregular positions).

A. CHANGE IN APPROACH

1. More detailed job descriptions; this will aid in screening candidates. The job description provides the foundation for the selection process.
2. Descriptions should be written so that someone not familiar with the job can obtain a clear overview or “picture” of the job by reading the description. This is especially important for external candidates.
3. Focus on the outcomes for which this job is accountable. These are frequently referred to as accountabilities and are a necessary element for the Coaching and Development Process that is the next phase of this effort.

B. CHANGE IN FORMAT

Purpose (a job may have more than one purpose):

Clearly states why the job exists – the purpose or purposes it serves. The purpose should be connected to strategic objectives (whether of the College or organizational unit) and outcomes. The purpose is the primary or overarching accountability for the job.

Scope:

Used to explain how the job fits into the larger organization or the way in which this specific job connects to other jobs.

Dimension:

Provides a sense of the size of workload for the position; is usually a number.

Tying these three ideas together for an imaginary receptionist position in financial aid, we might read: *This position creates a welcome, positive impression of the College by greeting all students who visit the Financial Aid Office. A key task performed by this position is the initial review of the financial aid applications of approximately 900 students each semester to identify and correct errors or incomplete packages prior to their review by the Financial Aid Specialist, thereby enabling the Office to completely process applications for aid in X days.*

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Essential Duties/Major Accountabilities:

The new approach clearly links the tasks or duties we perform with a specific performance expectation, outcome, objective or accountability measure.

For example, you might say that the Associate Dean works collaboratively with faculty to develop or encourage the development of new courses and programs to meet emerging community and workforce needs to increase enrollment.

Unique Aspects of the Job: - Optional

This area can be helpful to identify unique duties that an applicant might not associate with the job or job title.

Physical Requirements:

Take from ADA checklist.

C. ADDITIONAL IMPORTANT INFORMATION

Minimum Required Knowledge/Experience/Skills and Abilities:

If a candidate meets all of the minimum requirements listed in the job description, they can successfully perform the job. It is critical that these requirements be neither understated nor overstated. In this section, required licenses or certification would be noted. *For example, a counselor position might have as a minimum requirement, possession of a Counselor's license from the State of Michigan.* Since this section is a list of minimum requirements, experience should be listed in a specific number of months or years. *For example, a Campus Security Supervisor job description might call for, "three years of prior police command supervisory experience with responsibility for ten officers."* The more specific you can be with each requirement, the better.

Additional Desirable Qualification:

In this area list factors you would prefer to see in candidates, but which you realize are not absolutely essential in determining whether the candidate can do the job. You can use this section to distinguish the better or best candidates within a large pool.

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Hours /Schedule:

What is the regular or normal schedule for this position? It is recommended that you note something like, “*May be required to work a variable schedule/varying hours to meet operational needs*” if this is the case for the position.