

JOB DESCRIPTION WRITING GUIDE

This guide provides the basics of writing a job description and covers the following sections of the job description:

- + **Position Details**
- + **Job Duties** ("What you do")
- + **Performance Standards** ("How you do it")
- + **Job Factors**

For more comprehensive instruction, the Compensation Department offers Job Description workshops to provide administrators, managers, supervisors, and staff employees with the necessary tools to write effective job descriptions. Please see the Compensation Main page or FSDP page on the Organization Development website for dates and times of the next Job Description Workshop available to you.

POSITION DETAILS

This Position Details section contains general information about the job – the current or requested classification, working title, pay range, exemption status, department name and number, position number, percentage of effort, the job description summary, comparable positions, etc.

Working Title – The working title for a job should be based upon the main function or role of the job. It is important to stray away from vague and very specific job titles, instead create a working title that appropriately describes both the level of responsibility and role of the job. Here are some examples of good working titles and those that need some improvement:

Good Working Titles

Program Director
Administrative Assistant
Help Desk Support Analyst
Business Manager

Working Titles that need improvement

Director of the XYZ Program at the School of AB
Assistant to the Director of ABC Dept
Systems Programmer III
Administrator III

Job Description Summary – The job description summary:

- Contains 1 - 3 paragraphs
- Summarizes the main points of the job description which may include key responsibilities, functions, and duties; education and experience requirements; and any other pertinent information (i.e. scheduling requirements, travel, etc.)
- Is used in job postings

Writing On The Job

**John C. Brereton, Margaret A.
Mansfield**



Writing On The Job:

Writing on the Job Martha B. Coven, 2022-05-31 A practical and compact guide to writing for professionals Writing is an essential skill in today's workplace From messaging platforms and social media to traditional forms of communication like memos and reports we rely on words more than ever Given how much reading we do on mobile devices being able to write succinctly is critical to success *Writing on the Job* is an incisive guide to clear and effective writing for professionals Martha Coven begins with the basics explaining how to develop a professional style get started on a piece of writing create a first draft and edit it into a strong final product She then offers practical advice on more than a dozen forms of writing from emails and slide decks to proposals and cover letters Along the way Coven provides a wealth of concrete examples and simple templates that make the concepts easy to understand and apply Based on Coven's popular writing classes and workshops at Princeton University as well as her decades of experience in the public and private sectors *Writing on the Job* addresses the real challenges professionals face in today's digital age and shares essential practices that can improve the performance of any organization

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Table of Contents Writing On The Job

1. Understanding the eBook Writing On The Job
 - The Rise of Digital Reading Writing On The Job
 - Advantages of eBooks Over Traditional Books
2. Identifying Writing On The Job
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Writing On The Job
 - User-Friendly Interface
4. Exploring eBook Recommendations from Writing On The Job
 - Personalized Recommendations
 - Writing On The Job User Reviews and Ratings
 - Writing On The Job and Bestseller Lists
5. Accessing Writing On The Job Free and Paid eBooks

- Writing On The Job Public Domain eBooks
 - Writing On The Job eBook Subscription Services
 - Writing On The Job Budget-Friendly Options
6. Navigating Writing On The Job eBook Formats
 - ePub, PDF, MOBI, and More
 - Writing On The Job Compatibility with Devices
 - Writing On The Job Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Writing On The Job
 - Highlighting and Note-Taking Writing On The Job
 - Interactive Elements Writing On The Job
 8. Staying Engaged with Writing On The Job
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Writing On The Job
 9. Balancing eBooks and Physical Books Writing On The Job
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Writing On The Job
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Writing On The Job
 - Setting Reading Goals Writing On The Job
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Writing On The Job
 - Fact-Checking eBook Content of Writing On The Job
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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