Template: Job Description Design

Title	Weekly hours
Department	Expected Time Frame
Direct supervisor	Pay Status
1. Position overview:	
2. Primary projects:	
3. Additional responsibilities:	
4. Competencies required:	
a) Knowledge:	
b) Skills:	
c) Attitudes:	
5. Competencies to develop:	
a) Knowledge:	
b) Skills:	
c) Attitudes:	