What to Include and Not Include?

Include	Do Not Include
✓ Essential and regularly required responsibilities	✗ One time, short-term assignments
✓ Expected outcomes and behaviors	✗ Exhaustive list of tasks, and/or details on "how" work is done
✓ Normal expectations of a fully competent person, meeting all position requirements	✗ Tasks or expectations designed around an individual (e.g., performance, professional interests, etc.)
✓ Clear, accurate descriptions	✗ Flowery language, acronyms without explanation, misleading or vague descriptions

For example, instead of writing...

"Enters the following information into system screens ABC and XYZ: Student Name, Address, GPA…"
You would write…

"Enters required data into Banner module and audits entries for completeness and accuracy."