Job Title
List the formal position title.

Reports To
The [job title] will report to [positions title or titles this position reports to].

Job Brief or Overview
Provide a brief, four to six sentence description of the role, what success in the position looks like, and how it fits into the company or organization overall.

Responsibilities and Duties
Provide a bullet point list of the responsibilities and duties of this job.

- List the essential duties required to carry out this job.
- List them in order of priority.
- Start sentences with verbs.
- Use the present tense.
- Use gender-neutral language.

Qualifications
Provide a bullet point list of the qualifications that are necessary for someone to fill this position.

Bullet points you may want to include are:

- Education level.
- Experience.
- Specific hard and soft skills.
- Personal characteristics or competencies.
- Certifications.
- Licenses.
- Physical abilities.