Job Description Submission/Job Creation Process

Instructions:

1. Review/Familiarize yourself with the LevelUp Competencies.

2. Create the job description in the new template format. This document should allow for copying and pasting from past job descriptions to make it easier for you. *Please be sure to remove and/or replace anything in italics, since those are helpful reminders of what to include, but are not intended to be in the final job description.*

3. In the **Duties and Responsibilities** grid, put an "X" in the boxes for the competencies that best correspond to the skills your student might grow in while performing that task. There is no need to count the "Xs" in a "TOTAL" line like we had done in the past.

4. Use the information above as the position number and pay level for the position.

5. Save this job description where it will be easily accessible for others in your department (Teams folder, OneDrive, S: Drive). Often, I hear from supervisors who cannot locate past position descriptions due to computer failure, supervisor changes, or other miscellaneous reasons. This job collection process will enable us to store these documents in Banner as scans for future recall, but they will not be easily editable documents, so it is best you save the Word document in your departmental files too.

6. If this position is a NEW position at Stetson, please complete the Position Creation Form. This will inform us to create and fund the position appropriately.