Activity 9-1

Job Description

**Directions:** Assume there is a position open within your student organization. Complete the following steps to create a job description that could be used to attract potential candidates for this position.

1. Identify the position.

<<Place Answer Here>>

2. Assign a job title.

<<Place Answer Here>>

3. Summarize the duties of this position.

<<Place Answer Here>>

4. List the essential job functions in order of importance.

<<Place Answer Here>>

5. Describe benefits included with this position.

<<Place Answer Here>>

6. List the job qualifications such as education, experience, etc.

<<Place Answer Here>>

7. List any job restrictions or considerations, such as physical limitations, that the job requires. These may be heavy lifting, standing for long periods, or sitting at a computer.

<<Place Answer Here>>

8. Search for job descriptions on the Internet. Select an example that works for your organization. Use the information you recorded above and create an official job description for the position using proper formatting, grammar, and sentence structure.

Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_Activity9-1.docx (i.e., JohnSmith\_Activity9-1.docx).