The Job Description Template should be used as a guide when creating new or updating existing job descriptions. All Job Descriptions should be prepared using Microsoft Word.

I. [RECOMMENDED] POSITION TITLE:

II. SUMMARY STATEMENT: (Provide a brief summary statement of the major duties).

III. ORGANIZATIONAL RELATIONSHIPS:

   A. The (Position Title) reports directly to and is responsible to (Title of Supervisor).

   B. The position provides supervision to (List the title(s) of the position(s)).

   C. The (Position Title) coordinates most closely with (List positions, departments and external organizations/contacts).

IV. ESSENTIAL DUTIES:

   A. List major duties of the position ranging from the most to least important.
      1. Provide detail.
      2. Provide detail.
      3. Provide detail.

   B. List major duties of the position ranging from the most to least important.
      1. Provide detail.
      2. Provide detail.
      3. Provide detail.

   C. List major duties of the position ranging from the most to least important.
      1. Provide detail.
2. Provide detail.
3. Provide detail.

D. List major duties of the position ranging from the most to least important.
1. Provide detail.
2. Provide detail.
3. Provide detail.

V. JOB KNOWLEDGE:

A. **Education and Experience** – (List degree requirements, years of experience, certifications, etc.).

B. **Skills and Abilities** - (List required skills and abilities).

VI. WORKING ENVIRONMENT: (Is it a normal office environment? Are there interruptions? Is lifting required? Etc.).

__________________________  ____________________
Employee’s Signature        Date

__________________________  ____________________
Supervisor’s Signature      Date

__________________________  ____________________
President/Dean’s Signature  Date

**DISCLAIMER**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and the content is subject to be changed, modified, or deleted at the discretion of the College with the approval of the Area Dean and the President, or the employee may be requested to perform job responsibilities not listed in this job description. In compliance with the Americans with Disability Act (ADA) of 1990, the College will make reasonable accommodations with those individuals with a disability as defined by the ADA. Hagerstown Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate against individuals for reason of race, color, religion, gender, age, marital status, sexual orientation, national or ethnic origin, veteran status, Vietnam Veteran status or conditions of disability.