



JOB DESCRIPTION

See pages 3-4 for instructions on how to complete this form

1. Job title:
2. Hiring Unit:
3. Job code:
4. Will the employee supervise other employees (excl. student employees)? Yes No
 - a. If yes, provide the number of supervisees and their job title(s):
5. Does this position have fiscal responsibility? Yes No
 - a. If yes, describe the specifics:
6. Salary offered or salary range:
7. Professional field:
8. Minimum qualifications
 - a. Education required:
 - b. Experience required:
9. Preferred qualifications:

11. Examples of work performed

The duties and responsibilities of the position include, but are not limited to:

12. Knowledge, skills, and abilities

To be successful in this position, candidates will need the following:

Approval:

Supervisor

Job Title of Supervisor

Date

JOB DESCRIPTION INSTRUCTIONS 3

Use these instructions to complete pages 1-2

1. **Job title:** Enter the job title of the employee to be hired.
2. **Hiring Unit:** Enter the hiring unit which is hiring the employee.
3. **Job code:** Enter the job code of the employee to be hired.
4. **Will the employee supervise other employees?:** Check “Yes” or “No”
 - a. **If yes, provide the number of supervisees and their job title(s):**

Provide the number of employees that the employee to be hired will supervise and provide ALL supervisee job title(s) (e.g., “3 supervisees; Research Assistants”).

 - i. NOTE: In the immigration context, the word “supervise” signifies authorization to hire, terminate, discipline, and approve leave. Supervisory responsibilities generally require a higher salary.
 - ii. NOTE: If the position includes mentoring, training, and oversight responsibilities that do not fit the definition of “supervise” as described above, a short description can still be included here (for example, Instructor will provide training and mentoring to graduate students and/or postdoctoral fellows, etc.). If the position WILL be responsible for hiring, firing, and approving leave for others, specify whether the employee(s) to be supervised will be subordinates or peers.
5. **Does this position have fiscal responsibility?:** Check “Yes” or “No”
 - a. **If yes, describe the specifics:**

Describe the employee’s fiscal responsibility.
6. **Salary offered or salary range:**

Please consult university policies and/ or Human Resources as appropriate to determine the salary. See [Human Resources Policies](#).
7. **Professional field:**

State the professional field of the position (e.g., Biological Research).
8. **Minimum qualifications:**

State only the qualifications the position requires, NOT what the candidate has. Can you document that the candidate meets each requirement, and if it is difficult or impossible to document, do not include it. Please consult university policies as appropriate for guidance on the usual requirements of the position. See [Human Resources Policies](#).

 - a. **Education required:**

State the degree required, including specific field(s) of study that you would accept and the phrase “or a related degree” (e.g., Bachelor’s Degree in Finance, Accounting, or a related degree).
 - b. **Experience required:**

NOTE: Experience is not necessarily required for all positions. If no experience is required, do not include this section. All requirements must be quantified. What

is the exact number of months or years of experience needed to perform the job duties? Please do not include a range. Be aware that stated experience requirements will be combined to calculate the total number of months/years. Generally, the more experience you require, the higher the prevailing wage you will have to pay. 4

9. Preferred qualifications:

Human Resources expects to see 1-3 preferred qualifications. In the H-1B context, preferred requirements are not considered when calculating the prevailing wage. However, in the employment-based permanent residency context, ALL stated requirements are considered to be minimum requirements. Please be mindful of this distinction if we are filing an H-1B for someone we have sponsored or will be sponsoring for permanent residency. Again, ask yourself how the candidate would document that they meet each requirement, and if it would be difficult or impossible to document, do not include it.

10. Nature of work:

Provide a short paragraph that gives a concise overview of the position and the duties and responsibilities it will entail. This information should be specific to the position, not recruitment language regarding the institution or Denver metro area/ Colorado.

11. Examples of work performed:

Describe specific duties and responsibilities of the position. Please include percentages of time spent on each duty, if relevant.

12. Knowledge, skills, and abilities:

Please do not include minimum or preferred requirements here.