

Auxiliary Job Descriptions Best Practices

EXAMPLE JOB DESCRIPTIONS TO PULL OVER

Upper Management

1. Executive Director
2. Director of Wellness
3. Director of Recreation
4. Director of Campus Housing

Middle Management

1. Campus Card Manager
2. Marketing
3. Bookstore
4. Retail Manager

Entry Level

PREPARING THE JOB DESCRIPTION

Considerations

1. Is this a national search or internal search?
2. Where do you want to advertise?
 - a. Other professional organizations – most will have a cost
 - b. ACUI – college union professionals
 - c. NACAS – auxiliary services professionals
 - d. NASPA – student affairs professionals
 - e. NACS – bookstore professionals
 - f. NIRSA – recreation center professionals
 - g. ACHA – wellness center professionals
 - h. NACUFS – food services professionals
3. Minimums determine how broad a pool you will receive
4. Do you have a set salary or do you have a range you can negotiate in?
5. Does restructure make sense?
 - a. Review current job description
 - b. Identify gaps in production
 - c. Does a different position or new position make more sense
 - d. Opportunity to create change
6. Use key buzzwords in the job title
7. Be sure to include what kind of autonomy and influence the position has (if any)

WRITING THE JOB DESCRIPTION

Elements to Include

1. Description
 - a. Info on the institution

- b. Info on the department
 - c. Info on the position
- 2. Job Duties
- 3. Job Competencies
- 4. Salary Range or Salary
- 5. Qualifications
 - a. Minimums
 - b. Preferred

POSTING THE JOB DESCRIPTION

Posting Elements

- 6. Special instructions for applicants
- 7. Application materials required
- 8. Application materials instructions
- 9. Job Info
 - a. Job Category
 - b. Location
 - c. Department
 - d. Schedule
 - e. Posting Date
 - f. Closing or Priority Date
 - g. Posting Contact Name
 - h. Posting Contact Email
 - i. Position Number