UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

Job Description

*[Please remove all of the instructions/guidance highlighted in yellow and all brackets from the final document submitted to ISSS.]*

**Job Title**

**School/College – Unit/Department**

Job Code: [XXXX]

**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.]*

**Professional Field**

*[State the professional field of the position (e.g. Biological Research).]*

**Examples of Work Performed**

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

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

*

**Supervision Received**

The [*Job Title*] reports to the [*Job Title (e.g. Lab Director)*], [*Supervisor’s Name*].

**Supervision Exercised**

[*NOTE: In the immigration context, the word “supervise” signifies authorization to hire, terminate, discipline, and approve leave. Supervisory responsibilities generally require a higher salary.]*

The [*Job Title*] [will/will not] supervise other employees.

[*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.]*

**Minimum Qualifications** *[State only the qualifications the position actually requires, NOT what the candidate has. Can you document that the candidate meets each requirement, and if it would be difficult or impossible to document, do not include it. Please consult university policies as appropriate for guidance on the usual requirements of the position. http://www.ucdenver.edu/faculty\_staff/employees/policies/Pages/Human-Resources-Policies.aspx]*

* Education: *[State the degree required, including specific field(s) of study that you would accept and the phrase “or a related degree.” For example, Bachelor’s degree in Finance, Accounting, or a related degree.]*
* Experience: *[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 speaking, the more experience you require, the higher the prevailing wage you will have to pay.]*

**Preferred Qualifications**

*[Human resources expects to see 1-3 preferred qualifications. In the H1B 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 H1B 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. ]*

**Knowledge, Skills, and Abilities** [If you decide to include this section, please do not include minimum or preferred requirements here.]

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

**Salary Offered or Salary Range**

[*Indicate salary offered if you have a specific Beneficiary on whose behalf you are requesting an H1B petition. Indicate the salary range of the position if you have not yet selected a specific Beneficiary.* *Please consult university policies and/or HR as appropriate to determine the salary.* [*http://www.ucdenver.edu/faculty\_staff/employees/policies/Pages/Human-Resources-Policies.aspx*](http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/Human-Resources-Policies.aspx) *]*

**Source of Funding** (include speed types)

**Does this position have fiscal responsibility?**

**[Yes/No If yes, please describe the specifics.]**

**Approval:**

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PI or Department Chair Date

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Any Other Required Approvals Date