

Job Description Template

Title:

Insert the job or position title.

Department:

Insert the department within the organization in which the position exists.

Reporting Structure:

Outline the reporting structure for the position, up and down, as applicable.

Company information:

Provide an overview of your organization (e.g., how long it has existed, its mission).

Position Summary:

Describe the position and its overarching responsibility, function, or role within the organization.

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Essential Responsibilities:

Describe primary responsibilities.

Required Knowledge, Skills, Experiences:

Describe the specific knowledge, skills, work history, other experiences, training, language, or aptitudes required for the job.

Educational Requirements:

Describe the education requirements for the job, such as degrees and industry-specific certifications.

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Additional Qualities or Experience:

Describe additional qualities or attributes that contribute to superior performance in the position.

Compensation:

Describe the compensation package for the position, including salary range, benefits, and PTO.

Equal Opportunity Employer Statement:

Describe your organization's commitment to equitable hiring practices.

Note: This job description is not designed to cover or contain every duty required. Duties and responsibilities may change, or new ones may be assigned at any time without notice.