



[Position Title]

Department: [Department], University of Arkansas - Fayetteville

Location: [Building, Office Space]

Position Description:

Input a paragraph form summary of the position and its purpose. Include how the role adds value, level of responsibility, and primary areas or tasks (without listing all minute duties). In addition, include the sentence below about career-ready skills.

This position will develop UA Career-Ready skills such as [X],[X], and [X]

Duties & Responsibilities:

Input categories of duties and associated percentages. Percentages should add up to 100%. These are bullet point descriptions of the primary duties that the employee will perform. Utilize action verbs. Using precise language will be beneficial for the candidate when applying as well as when referring to the job description while carrying out these duties.

[Category Name - X%]

- [Responsibilities]
- [Responsibilities]

[Category Name - X%]

- [Responsibilities]
- [Responsibilities]

[Category Name - X%]

- [Responsibilities]
- [Responsibilities]

[Category Name - X%]

- [Responsibilities]
- [Responsibilities]

Minimum Qualifications:

- *Bullet points outlining the essential education, experience, skills, and certifications required for a candidate to be considered for the position.*

Updated: [Date]

- *Be mindful of not including unnecessary requirements in this section and include the nice-to-haves in the preferred qualifications section.*
- *Example: Must be a currently enrolled UARK student*

Preferred Qualifications:

- *Bullet points outlining additional education, experience, skills, and certifications that are not required but enhance a candidate's ability to succeed in the role. These can be looked at as a good-to-have but not required or mandatory.*
- *Example: Federal Work Study Award preferred but not requirement*

Knowledge, Skills, and Abilities: (Optional):

- *Must include the word(s) Knowledge, Skill, or Ability*
- *Knowledge, Skills, and Abilities (KSAs) are the specific competencies required for a position, including technical expertise, practical skills, and personal attributes that contribute to job performance.*
- *Definitions include (a) knowledge: comprehension of specific information gained and acquired through experience or education/study, (b) skill: a present, observable competence to perform a learned activity, (c) ability: competence to perform an observable behavior or a behavior that results in an observable product.*

Federal Work Study Requirement:

Select one of the following:

- Federal Work Study award required
- Federal Work Study award preferred but not required.
- Federal Work Study award not required

Required License(s), Training, Certification(s), & Background Checks:

- *Found in Workday > Position Restrictions > Additional Data*

Physical Activities Associated with this Position:

The following physical activities are associated with the position and will be performed with or without accommodation. All individuals are encouraged to apply.

- *Found in Workday > Position Restrictions > Additional Data. It will be one or more of the following options:*
 - *Sedentary Work | Sedentary work involves sitting most of the time.*
 - *Light Work | If the use of force is greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.*
 - *Medium Work | Exerting up to 50 lbs of force occasionally, and/or up to 30 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.*
 - *Heavy Work | Exerting up to 100 lbs of force occasionally, and/or up to 50 lbs of force frequently, and/or up to 20 lbs of force constantly to move objects.*

- *Very Heavy Work | Exerting in excess of 100 lbs of force occasionally, and/or in excess of 50 lbs of force frequently, and/or in excess of 20 lbs of force constantly to move objects.*

Visual Acuity:

- *Found in Workday > Position Restrictions > Additional Data. It will be one or more of the following options:*
 - *Employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures*
 - *Employee is required to have visual acuity to operate motor vehicles and/or heavy equipment.*
 - *Employee is required to have visual acuity to perform an activity such as: operates machines where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenters or technicians.*
 - *Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes.*
 - *N/A*

Compensation & Benefits:

- *[Salary Amount, Hourly Wage Rate, Period Activity Pay Amount, etc.]*
- *Student Affairs Wage Scale: [X]*
 - *Only required for Student Affairs*
 - *[Click here](#) to reference Student Affairs Intranet Wage Scale*

Hours and Schedule:

- *The position is designed to be a [X] hour per week [in-person/hybrid/remote] commitment.*
- *Weekly hours worked between [8am-5pm]*
- *[Include any schedule details or requirements]*

Employment Timeline:

- *Specify the anticipated start and end dates for the position. Indicate whether the role is limited to the academic year, summer term, or includes other timeframes.*

Supervision: [Title of Supervisor, Department]

This job will provide experiences that develop the following UA Career-Ready Skills:

Input up to 5 UA Career-Ready skills and top 3-5 dimensions identified from the job description alignment process. Example format included below – add or delete as needed.

Skill 1 | Skill 2 | Skill 3

- *Transferable competency 1*
- *Transferable competency 2*

- Transferable competency 3

Application Instructions and Required Document:

- Please contact [recruitment contact] at [email], with additional questions about the position.
- [Resume, cover letter, 3 professional references, etc.]
- Application documents must be submitted in Workday
- Application deadline: [date and time]

Equal Opportunity and Compliance: The University of Arkansas is an equal opportunity institution. The University does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual preference, or pregnancy. Federal law prohibits the University from discriminating on these bases. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to the University's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.