



---

CIRES Compensation Project – Position Description Template

***Employee Name:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Position Title/Working Title:*** \_\_\_\_\_

***How would you best describe your role?***

***If other role, describe here:*** \_\_\_\_\_

***Area of Primary Research/Discipline:***

***If other area of primary research/discipline, describe here:*** \_\_\_\_\_

***CIRES Unit:***

***If in a research group, please indicate name of the research group here:*** \_\_\_\_\_

***CU Job Title:***

***CIRES Career Track Title:***

***Last Career Track Promotion Date or Hire Date:*** \_\_\_\_\_

***Do you supervise other employees:***

***Reports to:*** \_\_\_\_\_

**Job Summary:**

Please include a sentence or two about the group or team in which the position is housed. The Job Summary is a short statement that explains why the position exists – in a nutshell, what does it do? How the statement should start: The X position is responsible for (two or three sentences, no more).

--

**Job Duties (Assign % to overarching areas of responsibility, totaling 100%):**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- Start each function with an action verb, e.g. confers, coordinates, examines, performs, supervises, directs, observes, etc.
- List 4-10 of the top functions in order of importance/most frequently performed. (This is not an exhaustive task list)
- End with this statement "Performs other duties as necessary."

**Supervisory duties (if applicable):**

- Directly manages x, y, z - list the names of direct report(s)
- (OR None)

**Minimum Requirements:** Ensure items here are necessary qualifications for the position. This section should contain 2 statements: first one should describe **minimum education**; second one should list **minimum required experience** to perform the job.

**Education**

- List required degree here (BA, PhD, etc.). Include degree subject area(s) if appropriate. Option to list required degree only.
- Be sure to end each sentence with “is required.”
- Examples for this section may include:
  - *Bachelor’s degree in Environmental Science or related field required.*
  - *Bachelor’s degree in Computer and Information Sciences, Engineering, Computer Software Engineering, Computer Engineering Technologies, or related field required.*
  - *A relevant Ph.D. is required for this role.*
  - *Ph.D. in paleoclimatology or a related field is required, such as geosciences, atmospheric science, oceanography, geography, or environmental sciences.*
  - *A Ph.D. is required (Physics or Engineering fields preferred; other related fields may be considered).*

## Minimum Requirements continued:

### Experience

- Include the minimum experience that is required on Day 1.
- Include minimum years of experience if appropriate.
- Be sure to end each sentence with “is required.”
- Examples for this section may include:
  - *At least five years of related work experience is required.*
  - *Experience in one or more fields is required: Data Assimilation, Mathematical Optimization, Atmospheric or Oceanic Science, Applied Mathematics and Statistics, Computer Science, Computational Science, Artificial Intelligence / Machine Learning.*
  - *Experience with scripting and object oriented programming languages is required.*

**Required Knowledge, Skills & Abilities:**

- (Always start with this statement): *Ability to consistently promote, support, work, and act in a manner in support of CIRES's vision, mission and values.*
- Consider any required certifications - include in this section.
- Do not list more than 10. These should be things the individual should be able to do, but is NOT a duty statement.
- Should start each sentence with: Knowledge of ..... Or Skill with.....or Ability to. You can put an adjective in front such as strong knowledge of.
- Don't put in anything that is going to be required in the education/experience section. These should not be preferred items.
- Examples for this section include:
  - *Excellent verbal and written communication skills.*
  - *Proficient in Microsoft Office Suite or related software.*
  - *Organizational skills with attention to detail.*
  - *Ability to write computer programs for various purposes.*
  - *Ability to analyze and address needs of users.*
  - *Thorough understanding of computer engineering principles and procedures.*
  - *Ability to manage time and prioritize tasks.*

**Guidance to Employee and Supervisor:** Please keep in mind the following items:

- This position description is independent of the person currently serving in the role. What qualifications does it take to carry out the designated responsibilities?
- The supervisor is ultimately responsible for assigning duties and is therefore the final decision maker.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_