



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:** _____