

# Job Descriptions

**Role:** Jr. Specialist

**Policy Scope:** Titles in the specialist series are assigned to employees that...

**Custom Scope:** Collect field samples, assist in planning weekly field work, establish and maintain lab experiments.

Other duties as assigned, within scope of title series and rank

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Submit reports to Rachel every Thursday

Arrive promptly at 8am

## DO include:

- ✓ Full scope of role, as defined by title series policy & lab/department/unit
- ✓ Essential functions & responsibilities
- ✓ Disclaimer statement on additional duties

## DON'T include:

- ✗ Unit-specific processes or direction
- ✗ Overly-specific expectations