**Workday Position Description Template for Research Positions**

**INSTRUCTIONS:** This template is used to provide justification for create position and edit position restrictions requests in Workday. Please complete this template prior to initiating the request in Workday. Complete the **Justification and Review Data** section and then remove the instructional text. Copy and paste the **Justification and Review Data** into the **Enter Your Comments** box of the request in Workday.

# Justification and Review Data

**Justification for new position or position change:**

Please enter the department’s justification for pursuing this action.

If a new research staff position is requested, please explain how the new position meets the following criteria below:

\*Required for new positions

1. The requested position is necessary for health, safety, or security reasons, or
2. The requested position has a direct impact to revenue or grant funding, or
3. Not filling the requested position would create a significant inability to meet student needs without other viable options.

**Any comments to VPR:**

Please list anything relevant to this position that the VPR should be aware of when reviewing the position request (% effort, duration of position, etc.).

**Contact Person for Questions and Clarification:**

Please list name, title, phone, and email where the contact may be reached.

**What is the proposed pay rate for this position?**

See[**Research Titles Matrix**](https://vpr.tamu.edu/division-resources/research-titles-and-staffing/research-titles-matrix.pdf)

**What accounts are proposed to fund this position?**

[**Research staff**](http://vpr.tamu.edu/business-services/staffing/researchtitles)positions should be funded on accounts (or sub accounts) with a function code 15.

*Position description template on following page.*

**INSTRUCTIONS:** Please fill out each section on the following pages and then remove the instructional text. In the **Hiring Restrictions** tab of the request in Workday, copy and paste the **Job Description Summary** into the **Job Description Summary** box. Copy and paste the **Job Description Summary, Qualifications, Job Responsibilities, and Restrictions and Other** sections into the **Job Description** box. To expand the **Job Description** box, click the double diagonal arrows in the top right corner of the job description box in Workday (Note: font formatting will transfer into job description box in Workday.) Adding these sections into the **Job Description** box is important because it will feed into the job requisition/posting. In the **Qualifications** tab of the request in Workday, select predefined qualifications (if available) and copy and paste the **Job Responsibilities** into the **Responsibilities** section.

**Job Description Summary**

Please enter the Job Description Summary here and limit to no more than four sentences. In this field, provide a summary of the position, consistent with and reflective of the more detailed duties sections, giving an overview of the level of skill required and scope of responsibility. Detailed job duties should be included in the Job Responsibilities section, not in this field.

Use the following format for the first sentence: "The [insert job profile name or job posting title] is responsible for…"

# Qualifications

**Required Education:**

Please enter education requirements consistent with this title under the [**Research Titles Matrix**](https://vpr.tamu.edu/division-resources/research-titles-and-staffing/research-titles-matrix.pdf).

**Required Experience:**

Please enter experience requirements consistent with this title under the [**Research Titles Matrix**](https://vpr.tamu.edu/division-resources/research-titles-and-staffing/research-titles-matrix.pdf).

**Preferred Education:**

Please enter education preferences here.

**Preferred Experience:**

Please enter experience preferences here.

**Required Licenses and Certifications:**

Please enter any required licenses or certifications needed to perform this job (NOTE: If the position requires a Driver’s License, specific job duties related to driving must be present)

**Preferred Licenses and Certifications:**

Please list any licenses or certifications preferred for this position.

**Required Special Knowledge, Skills, and Abilities:**

Please list any skills, knowledge, or abilities a candidate must possess to perform this job.

(NOTE: The following statement must be included in this section. This is a legal statement that must be on all position descriptions to indicate the mental demands associated with performing essential functions of the job):

Ability to multi-task and work cooperatively with others.

**Preferred Special Knowledge, Skills, and Abilities:**

Please list any preferences for skills, knowledge or abilities here.

# Job Responsibilities

# *(Minimum of 60% research-related duties)*

**XX%: Duty Title**

Please list job duties. Group together similar job duties with an estimated percentage of time it takes to complete. Add more job duties as necessary. VPR recommends creating anywhere from 3-10 Job Duty Sections, to include no more than 5% as “Other Duties as Assigned.” The minimum percentage of time allowable is 5%. The maximum can vary, but recommended practice is to try to not exceed 50% if possible.

**XX%: Duty Title**

Please list job duties.

**5%: Other Duties**

Performs other duties as assigned.

# Restrictions and Other

**Restricted by Patriot Act:**

Please answer “Yes” or “No”

**Does this position or the job duties performed involve use of restricted items, software or technology covered by Export Controls regulations?**

Please answer “Yes” or “No”

**D.O.T. regulated:**

Please answer “Yes” or “No”

**Does this employee customarily and regularly exercise discretion and independent judgment and have the authority to make important decisions?**

Please answer “Yes” or “No”

**If Yes, give percentage of time spent in this capacity:**

50% (minimum)

**Is this a supervisory position that has the authority to hire employees or whose recommendations for hiring, termination or other change of employment status are given strong consideration?**

Please answer “Yes” or “No”

**Employees Supervised:**

Please include job profile(s)/title(s) and number of each. If position will not supervise anyone at this time, please state "None."

**Machines or equipment used in the performance of essential duties:**

It is required that you include hours during an average week that each piece of equipment is actually used (per ADA). For most positions the combined total usage will seldom approach a full 40 hours.

(Example) Computer: 20 hrs., Telephone: 5 hrs., Calculator: 1 hr.

**Other Requirements or Other Factors**

This is an ideal space to list out any specific scheduling or physical requirements of the position, if any.

**Preferred Other Factors**

Please list any additional preferences.