A Standard Job Description connects UW jobs to similar jobs in the market. An employee’s Position Description builds on the Standard Job Description.

### Standard Job Description

- ☑ Describes work at a high level
- ☑ Lists responsibilities someone in the job typically performs
- ☑ Applies to multiple employees

**Includes:**
- Job Title
- Job Summary
- Typical Responsibilities
- Typical Education

### Your Position Description

- ☑ Describes work at a high level
- ☑ Lists typical and additional responsibilities you perform
- ☑ Applies to your position

**Includes:**
- Standard Job Description
- Any Additional Responsibilities

**Optional Fields:**
- Additional education/certification
- Physical demands
- Working conditions
- Tasks

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