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:
- Any Additional Responsibilities
- Optional Fields:
  + Additional education/certification
  + Physical demands
  + Working conditions
  + Tasks

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