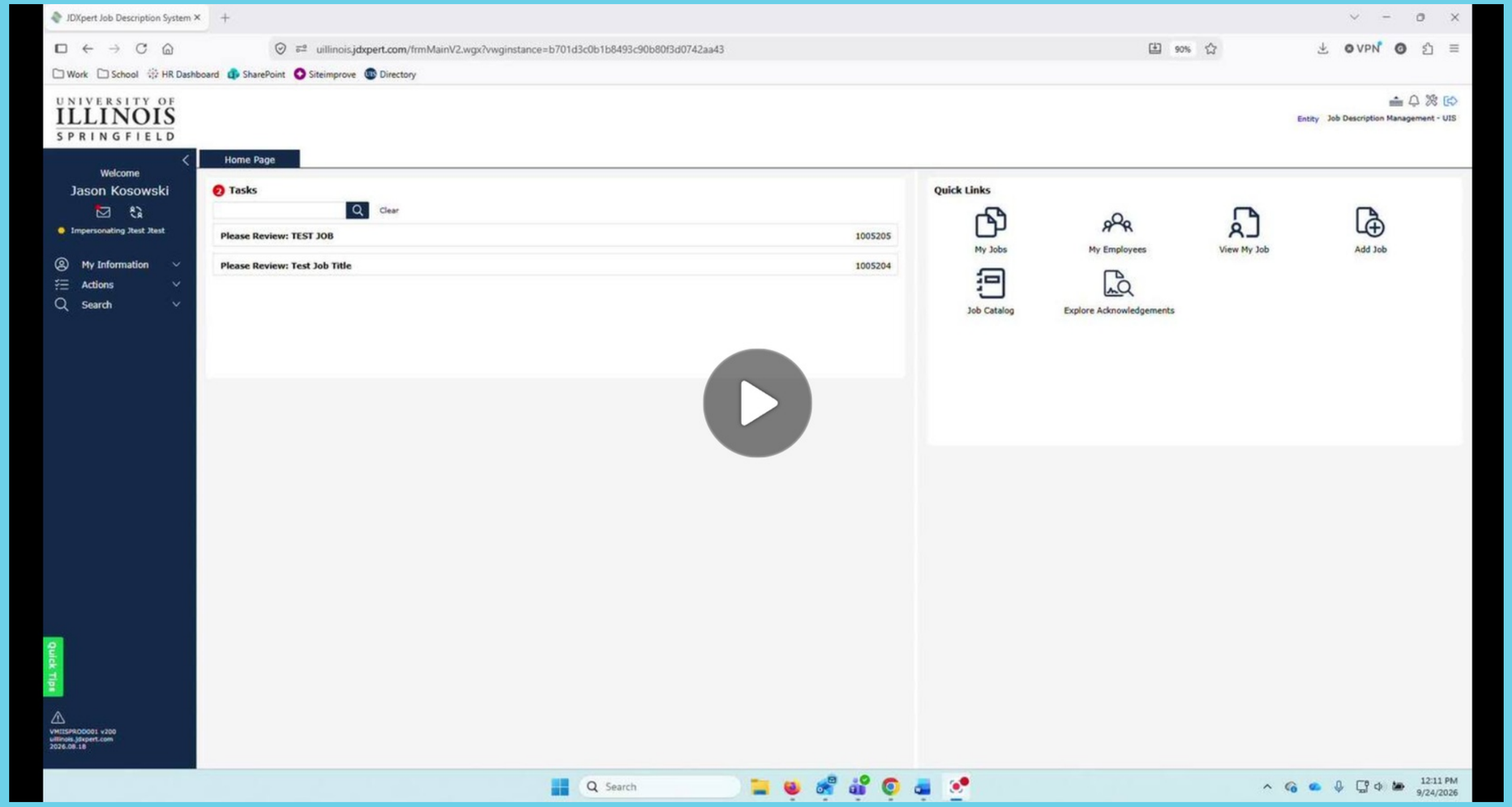
Writing a Good Job Description

When Do I Need to Write a New Job Description?

1. Identifying a need for a new position in the department.
2. Filling a vacancy
3. A current employee's job is changing
4. Regular Job Description Updates

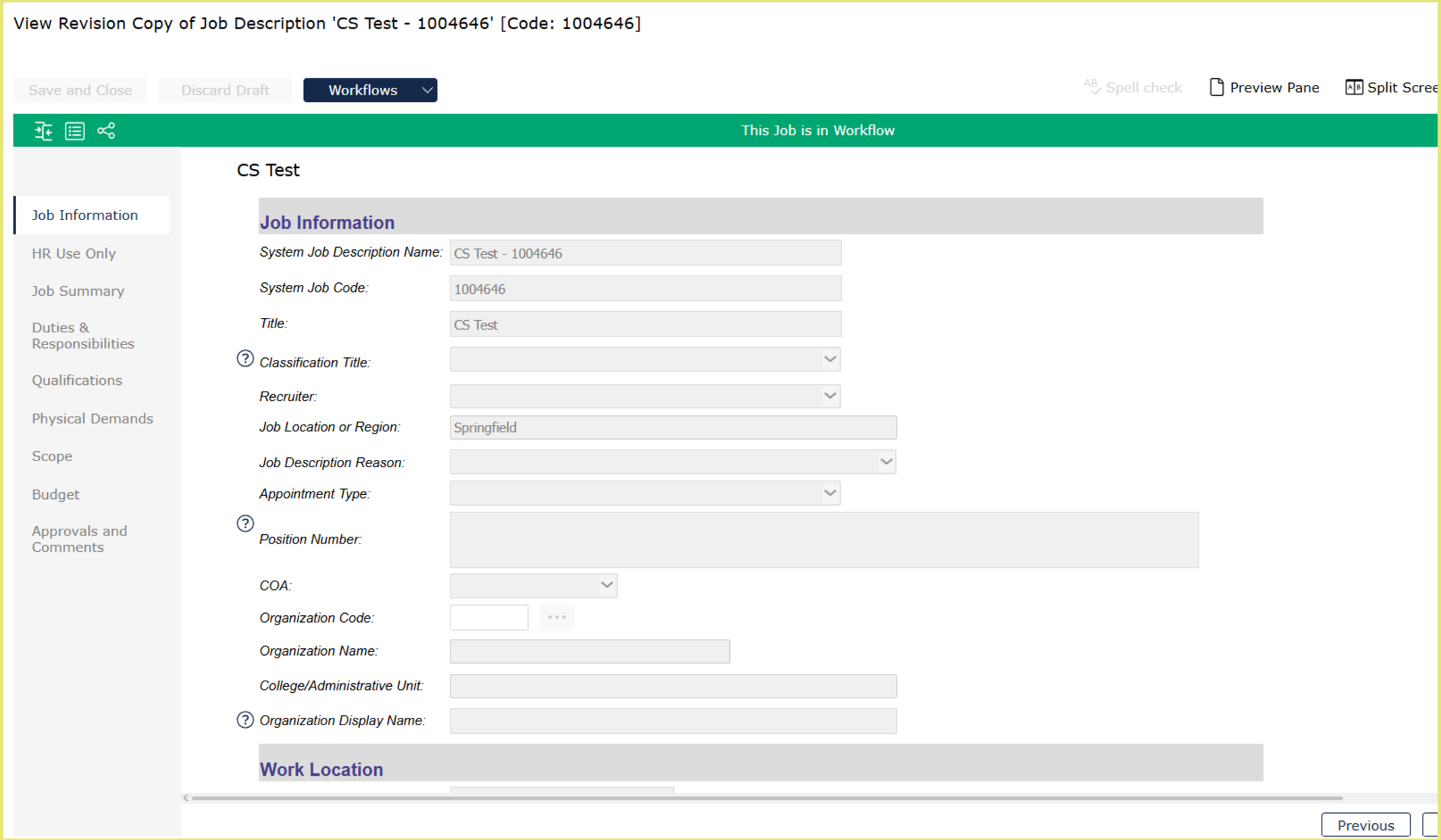
Starting the Process

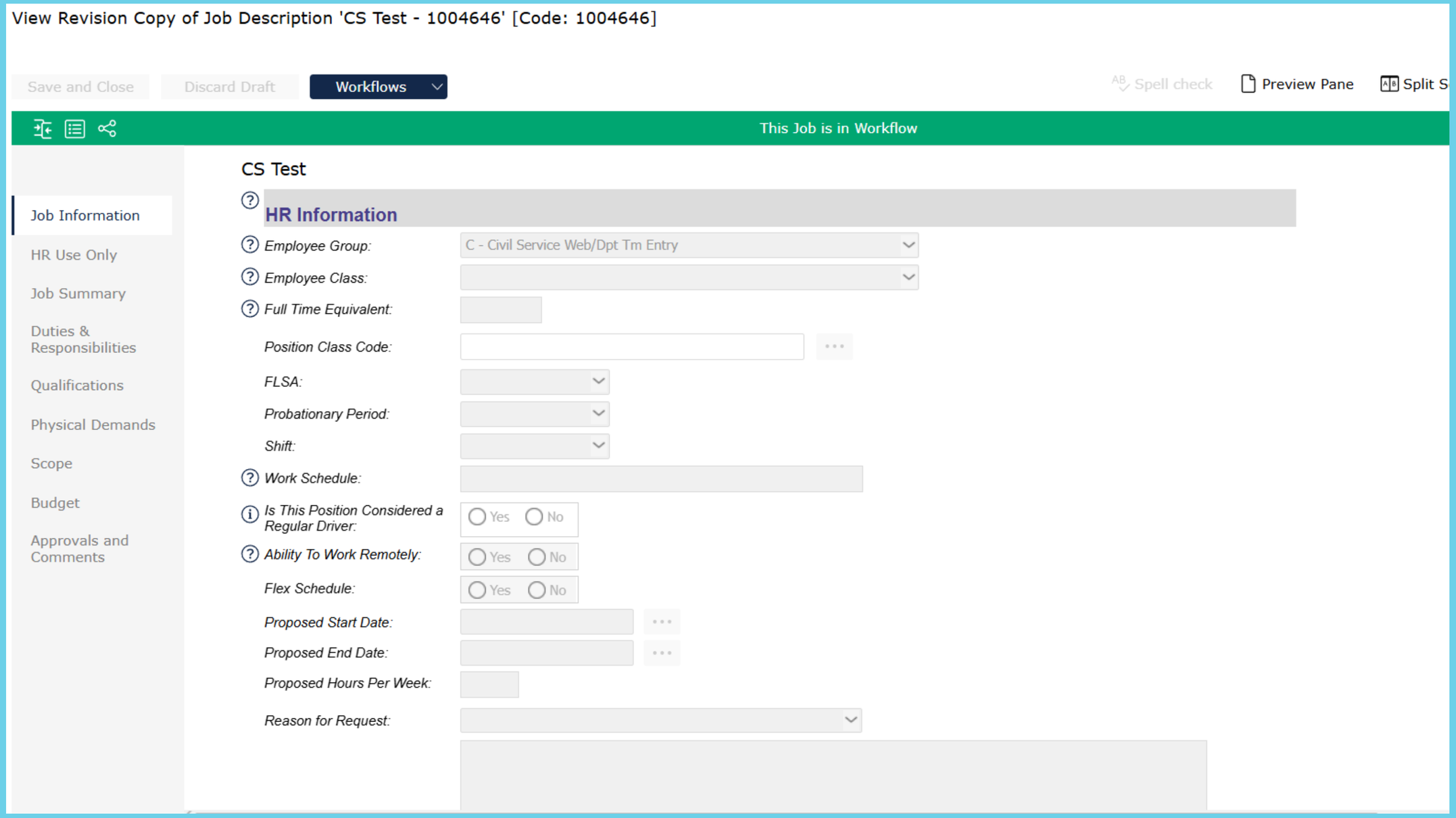
1. How do I add a job in JDXpert?
2. What Workflow do I use?
3. How can I copy an existing job?


JDXpert Job Description System
uillinois.jdxpert.com/frmMainV2.wgx?vwginstance=b701d3c0b1b8493c90b80f3d0742aa43
Work
School
HR Dashboard
SharePoint
Siteimprove
Directory
UNIVERSITY OF ILLINOIS SPRINGFIELD
Entity Job Description Management - UIS
Welcome
Jason Kosowski
Impersonating Jtest Jtest
My Information
Actions
Search
Home Page
Tasks
Clear
Please Review: TEST JOB 1005205
Please Review: Test Job Title 1005204
Quick Links
My Jobs
My Employees
View My Job
Add Job
Job Catalog
Explore Acknowledgements
Quick Tips
VMIISPROD001 v200
uillinois.jdxpert.com
2026.08.18
Search
12:11 PM
9/24/2026

Job Information and Job Summary

1. Make sure all fields are completed
2. Working Titles
3. What am I responsible for? What is HR responsible for?
4. Job Summaries should be 2-4 sentences long and should be a general overview of the position.


View Revision Copy of Job Description 'CS Test - 1004646' [Code: 1004646]
Save and Close
Discard Draft
Workflows
Spell check
Preview Pane
Split Scree
This Job is in Workflow
CS Test
Job Information
HR Use Only
Job Summary
Duties & Responsibilities
Qualifications
Physical Demands
Scope
Budget
Approvals and Comments
Job Information
System Job Description Name: CS Test - 1004646
System Job Code: 1004646
Title: CS Test
Classification Title:
Recruiter:
Job Location or Region: Springfield
Job Description Reason:
Appointment Type:
Position Number:
COA:
Organization Code:
Organization Name:
College/Administrative Unit:
Organization Display Name:
Work Location
Previous


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This Job is in Workflow
CS Test
Job Information
HR Use Only
Job Summary
Duties & Responsibilities
Qualifications
Physical Demands
Scope
Budget
Approvals and Comments
HR Information
Employee Group:
C - Civil Service Web/Dpt Tm Entry
Employee Class:
Full Time Equivalent:
Position Class Code:
FLSA:
Probationary Period:
Shift:
Work Schedule:
Is This Position Considered a Regular Driver:
Yes
No
Ability To Work Remotely:
Yes
No
Flex Schedule:
Yes
No
Proposed Start Date:
Proposed End Date:
Proposed Hours Per Week:
Reason for Request:

View Revision Copy of Job Description 'CS Test - 1004646' [Code: 1004646]

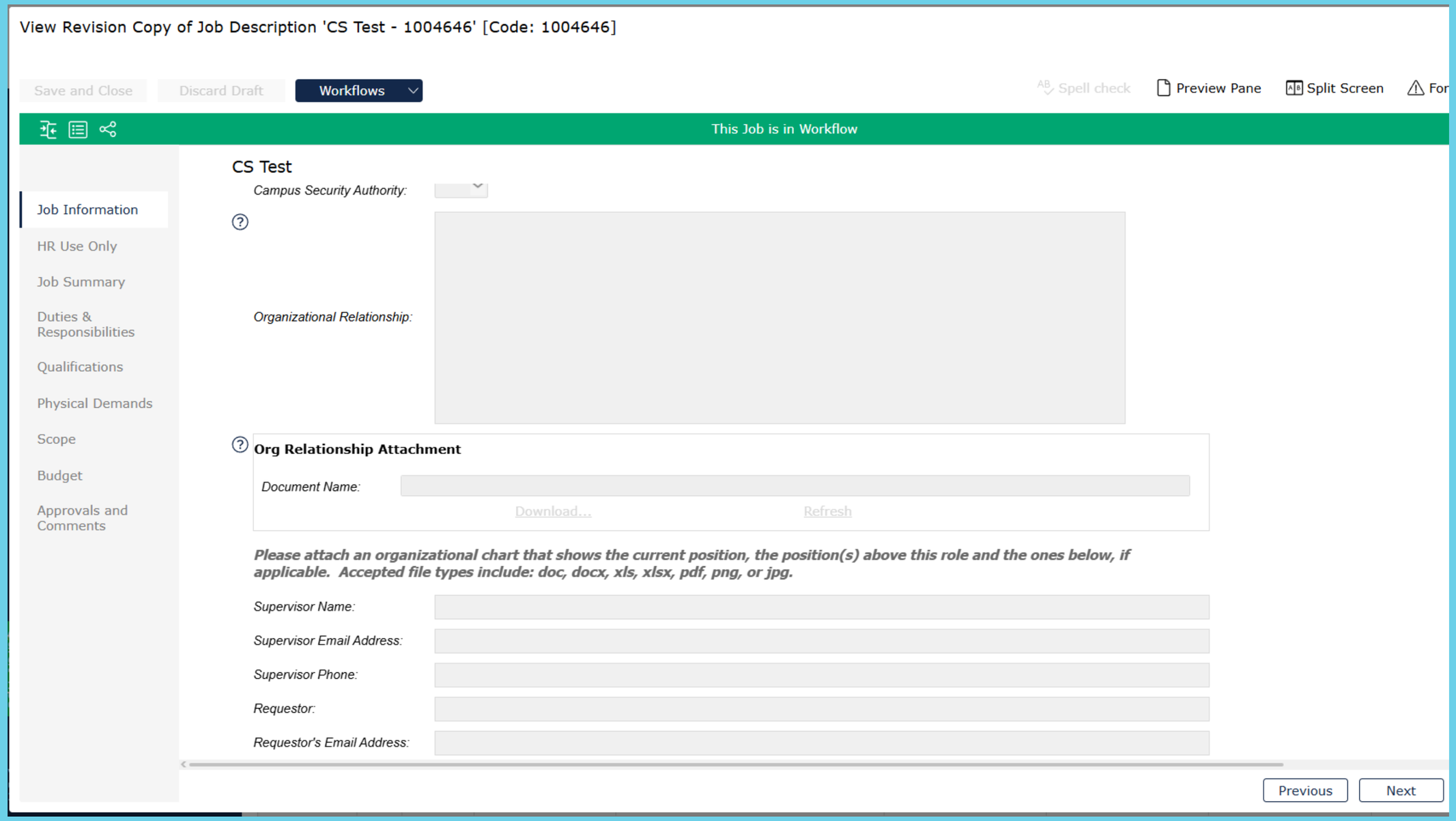
Save and Close | Discard Draft | Workflows | Spell check | Preview Pane

This Job is in Workflow

- Job Information
- HR Use Only
- Job Summary
- Duties & Responsibilities
- Qualifications
- Physical Demands
- Scope
- Budget
- Approvals and Comments

CS Test

Number of Vacancies:	1
Is this position Security Sensitive:	
Is this a Protection of Minors position:	
Purchasing Authority of $5,000 or more:	
Supervisory Authority of 20 or more:	
Does this position require a Physical/Strength Test:	
Does this position require a Health Screening:	
Does this position require a Drug Screening:	
Does this position involve Direct Patient Care:	
Campus Security Authority:	
Organizational Relationship:	


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Split Screen
This Job is in Workflow
CS Test
Campus Security Authority:
Job Information
HR Use Only
Job Summary
Duties & Responsibilities
Qualifications
Physical Demands
Scope
Budget
Approvals and Comments
Organizational Relationship:
Org Relationship Attachment
Document Name:
Download...
Refresh
Please attach an organizational chart that shows the current position, the position(s) above this role and the ones below, if applicable. Accepted file types include: doc, docx, xls, xlsx, pdf, png, or jpg.
Supervisor Name:
Supervisor Email Address:
Supervisor Phone:
Requestor:
Requestor's Email Address:
Previous
Next

Working Title Policy

- Each working title request will be reviewed on a case-by-case basis to determine whether the working title is necessary to more accurately describe the work performed and/or for recruiting and retention purposes.

- A working title will not be approved if it conflicts with another civil service classification. In addition, a working title will not be approved if it is associated with an academic professional position within the same functional area.

- If a working title is approved by HR, the title may be utilized in job postings and advertisements, as long as the civil service classification appears as well. Employees may use an approved working title on business cards, nameplates, signature lines, employee directory etc.

- Employees are not authorized to utilize working titles unless approved by HR as set forth in this policy.

Job Summaries-Let's Compare

The Program/Student Advisor provides comprehensive academic, enrollment, and student-support guidance to help students understand their educational options, make informed decisions, and progress successfully toward their academic and career goals. This role advises students regarding program requirements, course planning, policies, procedures, registration, and available campus resources while explaining complex information in a clear, approachable, and student-centered manner. The advisor builds meaningful relationships with students by listening carefully to their individual circumstances, identifying barriers to progress, connecting them with appropriate services, and offering timely encouragement and practical problem-solving support. In collaboration with faculty, staff, and campus partners, the advisor monitors student progress, interprets academic information, documents advising interactions, and coordinates follow-up actions that promote persistence, retention, completion, and overall student success. The position may also support orientation, outreach, workshops, recruitment, student communications, and other initiatives designed to improve engagement and ensure that students from varied backgrounds receive equitable access to guidance and opportunities. Successful performance requires strong communication, organization, cultural awareness, discretion, sound judgment, and the ability to manage multiple priorities while maintaining accurate records and providing consistent, responsive, and compassionate service.

The Program/Student Advisor guides students through academic planning, enrollment, program requirements, campus resources, and decisions that support their educational and career goals. The advisor builds relationships with students, identifies barriers, connects them with appropriate services, monitors progress, and collaborates with faculty and staff to promote persistence, retention, and completion. The role also supports orientation, outreach, workshops, recruitment, and student communications while maintaining accurate records and providing organized, responsive, culturally aware, and compassionate service.

Duties & Responsibilities

1. We need the gist, not every detail of the person's day.
    a. Each duty should be no longer than 3 sentences long.
2. Definition of supervising
3. Write for a generic vs specific audience
4. The relationship to SUCSS for CS
5. Exemptions for CS (What makes a position AP)

Job Duties-let's Compare

Advises students on program requirements, degree progress, and academic policies by explaining curriculum expectations, prerequisite sequences, credit requirements, and completion standards in a clear and individualized manner. Assists students with course schedule planning by reviewing their academic goals, completed coursework, remaining requirements, anticipated course offerings, workload considerations, and important registration deadlines, then helps them develop realistic term-by-term plans that support steady progress toward graduation. Conducts and explains graduation audits by reviewing student records, identifying completed and outstanding requirements, verifying transfer and institutional credits, resolving discrepancies in collaboration with appropriate campus offices, and communicating the remaining steps students must complete to qualify for degree completion. Maintains accurate advising notes and follows up with students when adjustments, approvals, or additional academic support are needed.-30%

Advise students on program requirements, academic policies, and degree progress while creating realistic course schedules that support steady progress toward graduation. The advisor also conducts graduation audits, verifies completed and outstanding requirements, resolves record discrepancies, and follows up with students who need additional academic support. - 30%

Qualifications

1. CS needs to match SUCSS exactly
2. Specialty classes
3. AP needs to be at least a bachelor's degree
4. What is actually needed vs what is wanted
5. KSAs (Knowledge, Skills, and Abilities)

Salary

1. SUCSS Ranges
2. Equity across similar titles
3. Strategic Staffing Committee and their role

Processes for Audits/ Alt Comps/Conversions

1. What workflow should I use?
2. When should I request an audit vs. alt comp vs. conversion?
3. When are changes effective?

Timelines for Filling Positions

Academic Professionals ~ 87 days

Civil Service ~ 103 days

Tips for Student Employment Job Descriptions

1. Titles should not mirror Civil Service positions.
    a. Avoid titles that include director/coordinator/specialist/assistant
2. Qualifications should be appropriate for a University student.
3. Students are Student Employees or Student Staff

Tips for Student Employment Job Descriptions

National Association of Colleges and Employers (NACE) Competencies

Career & Self-Development

Technology

Communication

Critical Thinking

Equity & Inclusion

Professionalism

Teamwork

Leadership

Questions?