



Assignment 6: Job Position Description

Learning Objective(s):

- To critically analyze job descriptions in your field
- To develop a clearer sense of the career trajectories available to you in the area of hazards and climate change over the next decade
- To articulate in a practical format the leadership characteristics you value and how they could be embodied in an organization

Core concepts/terms:

- Job descriptions
- Leadership
- Hazard and climate careers
- Job qualifications

Evaluation Criteria: You will be graded based on your demonstration of your ability to articulate a job position encapsulating your core leadership values and specific job duties and requirements

For this assignment, you are writing the job description for the boss you would want to work for in the next five to ten years or the boss you'd want to be five or ten years from now. Consider this to be a mid-to-upper-level administrative position in a state, academic, nonprofit, etc. organization. You will write a 1-page to 2-page (500-word max) job description in which you describe the organization, position, and with a focus on leadership (think about professionalism, emotions, etc.). Ideally, your statement will relate to hazards/climate change (discuss with Ward if you want to go in another direction).

A typical format for a job description will include:

- Organization name and position title
- Organization description (paragraph or two)
- Position description (paragraph or so)
- Duties and responsibilities (bulleted list of phrases)
- Required qualifications (bulleted list of phrases)
- Desired qualifications (bullet list of phrases)
- Statement of inclusion and equity (paragraph or so)

Some atypical issues you may want to address (explicitly or by implication) include:

- Concepts of leadership your field (how it is described, taught, and performed) and how this position works from a different concept of leadership
- How compassion and care are part of this position.
- How issues of diversity, equity, and oppression arise in the context of natural hazards and climate change in this position.

For examples of job descriptions, visit:

- For jobs in natural hazards/climate change, you might visit: [Natural Hazards Center Jobs](#) FEMA or State Emergency Management Agencies, Climate Adaptation Knowledge Exchange
- For planning jobs: Planteizen, Association of Collegiate Schools of Planning
- For public administration jobs: American Society for Public Administration, KU Career Center