

***Whatcom Alliance for Healthcare Access
Physician Recruitment & Retention Program***

Position Description Template

Organization Name:

Position Title:

Position Status: (FT/PT, weekly hours, partnership/employment/etc.)

Reports To:

Salary Range:

Employment Benefits:

Summary Description: This is an optional one-paragraph description used to provide an overall picture of the position. This may also be the place to mention the factors that make this position unique.

Major Responsibilities:

- List in bullet form.

Qualifications:

- List in bullet form.
- Distinguish between “required” vs. “preferred”.

EEO policy and/or other non-discrimination statement.

How to apply:

- List which information is desired such as cover letter, formal CV, contact information for 4 professional references, etc.
- List at least 2 ways to apply such as, “Email or fax the [application criteria] to [contact information]”. Note: all electronic methods for application are as legitimate as regular mail.
- Application process timeline such as, “Open until filled” or “Accepting applications until [date]”

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<http://whatcomalliance.org/physician/documents/PositionDescriptionTemplate.pdf>

Revised 1/08