

# Working Titles

## What is a working title?

A working title describes the nature of work performed by the position and is beneficial in differentiating between similar roles by clarifying the function of the position.

A position's working title differs from the state-defined role title. For example, a position classified as an Administrative Office Specialist III may have a working title of "Front Office Assistant" or "Fiscal Assistant" to provide clarification between positions within the department.

## What should the working title reflect?

A working title should clearly and precisely describe the function, responsibilities, or scope of the position and use terms that are easily recognized and understood. Working titles are limited to a maximum of 30 characters in length. Avoid using terms or abbreviations which may be misunderstood.

## Why are working titles important?

Working titles appear within the JMU Campus Directory as well as on an employee's JACard.

## Working title guidelines:

Working titles should not misrepresent the authority of the position; the use of inflated titles can create inaccurate expectations.

Working titles containing the words "director" or "manager" are generally reserved for those positions that oversee a department or unit or those who have one or more supervisors reporting to them.

## Compensation Corner: Work Experience & Education



*Work Experience & Education* is a factor used for pay determination purposes and refers to the relevant employment history and academic qualifications of the employee or applicant.