

SAN DIEGO COMMUNITY COLLEGE DISTRICT

A Guide to Completing the Position Description Questionnaire

147 ACTION WORDS TO DESCRIBE YOUR JOB

Act	Ensure	Prepare
Adapt	Establish	Preside
Adhere	Evaluate	Present
Administer	Exercise	Prioritize
Advertise	Expand	Program
Advise	Facilitate	Promote
Advocate	Forecast	Receive
Allocate	Formulate	Recommend
Analyze	Format	Record
Approve	Generate	Recruit
Arrange	Govern	Rectify
Assist	Greet	Redesign
Audit	Group	Refer
Authorize	Guide	Represent
Box	Harmonize	Reproduce
Budget	identify	Research
Catalog	Implement	Reshape
Code	improve	Resolve
Collate	Index	Restrict
Collect	Inform	Review
Communicate	Initialize	Revise
Compile	Initiate	Route
Compose	Innovate	Rectify
Conceptualize	Install	Salvage
Conduct	interact	Schedule
Consult	Interface	Secure
Contract	Instruct	Select
Control	Interpret	Serve
Convey	Introduce	Sort
Coordinate	Invent	Speak
Correct	Investigate	Splice
Correspond	Keypunch	Standardize
Counsel	Link	Stock
Create	Load	Straighten
Customize	Maintain	Strengthen
Debug	Manage	Supervise
Design	Moderate	Survey
Determine	Modify	Systematize
Develop	Monitor	Teach
Direct	Motivate	Test
Disapprove	Mount/Dismount	Testify
Disseminate	Negotiate	Train
Distribute	Notify	Transport
Document	Operate	Trouble-Shoot
Draft	Order	Type
Edit	Organize	Utilize
Encourage	Oversee	Validate
Enhance	Perform	Verity
Enlarge	Plan	Write