

## President of the United States Job Description Answer Key

The students' job descriptions should include the following:

1. **Job title:** President of the United States
2. **Objective:** this should consist of three or four (or more) sentences that explain the job -- in this case, it should be a short paragraph explaining that the purpose of this job is to represent the will of the people.
3. **Summary:** this is a short paragraph that should sum up the job itself, so it should talk about what is expected of the representative.
4. **Responsibilities:** this list should include some of the following responsibilities:
  - a. Act as the Head of State and represent the nation
  - b. Act as Commander in Chief of the military
  - c. Execute and enforce laws
  - d. Appoint Cabinet members
  - e. Appoints heads of Federal Agencies
  - f. Appoint U.S. ambassadors to other nations
  - g. Sign/veto legislation
  - h. Negotiate treaties
  - i. Issues executive orders (governing executive officials)
  - j. Welcome ambassadors from other nations
  - k. Issue pardons and grant clemency to those convicted of crimes
  - l. Present the State of the Union Address once a year

While detailed, this is not an exhaustive list. Depending on the students and their experiences, they may be able to add to the list, particularly when it relates to "additional responsibilities."

5. **Qualifications and skills:** these should include both hard and soft skills.
  - a. For hard skills, students would want to include requirements to hold office.
    - i. Hard skills may also include education, knowledge of the government, an understanding of the law, etc. These are quantifiable skills.
  - b. For soft skills, students would want to focus on skills such as being able to communicate, speak in public, manage time, and solve problems. Other soft skills include having a good attitude, self-confidence, and the ability to work under pressure.
  - c. Students may wish to include age and citizenship requirements (35+ years old, natural-born citizen, and resident of the U.S. for at least 14 years).

Again, this is not an exhaustive list. Depending on the students and their experiences, they may be able to list additional hard and soft skills.

The students may or may not include the information below:

6. **Company overview:** this would be a short description of the U.S. government.
7. **Salary and benefit information:** it is unlikely that the students will know this without doing research.
8. **How to apply:** this would be the campaign process itself. Depending on the students, they may or may not know how the process works.

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The purpose of this assignment is to get the students thinking about what is involved in being the President of the United States and to talk about the exact nature of the job.