

Position Descriptions

Summary

There is a written position description for each full-time and part-time exempt and nonexempt role at the college. The purpose of position descriptions is to establish clear communication between supervisors and employees to assure that all parties have the same perception of their duties, authorities, responsibilities, and measures of performance for a particular position. Position descriptions also provide the basis for performance evaluation. Each employee is responsible for carefully reviewing his or her specific position description, understanding what is required of the position, and agreeing to perform as outlined. Position descriptions should be reviewed and updated annually during the performance review cycle. Employees who feel that their position description needs to be updated should speak with their supervisor.

Position descriptions provide a summary of the duties, essential responsibilities, education and experience requirements, and an overview of other generally expected responsibilities placed upon the employee. Position descriptions become the basis for the assessment of an employee's work performance.

Employees, supervisors, and Human Resource Services should maintain a current copy of all position descriptions.