

Job Descriptions

Policy/Procedure

There is a written job description for each full-time and part-time administrative and support staff position at the college. The purpose of job descriptions is to establish clear communication between the supervisor and the employees to assure that all parties have the same perception of their duties, authorities, responsibilities, and measures of performance for a particular position. Job descriptions also provide the basis for performance evaluation. Each employee is responsible for carefully reviewing his or her specific job description, understanding what is required of the job, and agreeing to do the job as outlined. Job descriptions should be reviewed and updated annually during the performance review cycle. Employees who feel that their job description needs to be updated should speak with the supervisor. Supervisors may create a secondary job description (beyond the primary description); if this is done, these will explain in more detail the day-to-day tasks required for various positions.

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

The following are the components of Dickinson's job description:

- General information - the job title, salary grade (non-exempt positions), position status (full time or part time), and work schedule; date completed, completed by, department ,and reporting relationship
- General Summary of Responsibilities - the purpose of the job, brief overall description of the position duties.
- Educations & Experience – skills, knowledge, abilities licenses, certificates, and registrations required to perform the job. Also includes type and amount of experience required to perform the job
- Supervisory Responsibilities – positions (job titles and number of staff) if anyone report s to the position
- Essential & Marginal Functions -An essential function is a duty or responsibility that is fundamental to the job -- a critical or basic component of that job. A marginal function is relatively incidental to the reason for the job's existence. An essential function cannot or should not be assigned elsewhere, but a marginal function, even though it is desirable to include in the job design, could be made part of another job without causing significant problems. A supervisor or department head may also assign additional duties not noted in the job description.
- Equipment used – if applicable
- Software and or programs – if applicable
- Personal Protective Equipment – if applicable

- Confidential Statement - employees that have access to confidential or sensitive information should have a statement regarding protecting this information

Employees, supervisors, and Human Resource Services should maintain a current copy.

Job description template for Office and Administrative staff ([hyperlink](#))

Job description template for Service Support staff ([hyperlink](#))

NOTE: Requests for job reclassifications and/or promotions require completion of a Job Analysis AND a revised job description.

Related Information

History/Revision Information

Responsible Division/Office: Human Resource Services

Effective Date: July 1 2014

Last Amended Date:

Next Review Date:

Also Found In: