

The Office of Human Resources will maintain accurate position descriptions for each regular position at the College. All position descriptions can be viewed on the web.

The information contained in each position will include a summary of the position, essential duties and responsibilities, positions supervised, educational/work experience requirements, physical requirements and other relevant functions.

The Office of Human Resources, in conjunction with the department supervisor and Administrative Cabinet, will be responsible for creating, reviewing and revising the descriptions. Position descriptions do not necessarily cover every task or responsibility that may be assigned and do not limit administration's right to assign additional related duties as needed.