



XAVIER UNIVERSITY

Job Descriptions

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

Each authorized and approved position at Xavier University should have a job description. The recommended practice is for job descriptions to be reviewed and revised annually as part of the performance review process to ensure they are accurate.

B. PROCEDURE

Job description information will include: title; department; immediate supervisor and position title; a summary statement and/or essential functions; and qualifications required for the job. The office of Human Resources will review the job description for clarity and content.

A copy of the job description should be maintained by the Office of Human Resources and within the department.