



# University of North Alabama

## Staff Handbook

### Job Description

A job description should be prepared for each staff position at the University of North Alabama. The job description should serve as documentation of the major responsibilities assigned to each employee and the knowledge, skills, and abilities needed to carry out these responsibilities. The job description should accurately identify and describe the work content of the job, determine what requirements the job makes on the incumbent, and state the qualification requirements of the incumbent. Preparation of the job description should be based on facts secured about the job through a job analysis.

Employees' jobs frequently change; thus, job descriptions periodically require change also. Therefore, a job description should not be considered a rigid set of tasks preventing flexibility in adapting to changing job requirements or the performance of unlisted tasks as required. The performance standards for each employee should be derived from the job description.

Official copies of staff job descriptions are on file in the Office of Human Resources.