Job Descriptions

Staff Manual
Approving Authority: President
Established: January 2013
Date of Last Review/Revision: October 2026
Office of Accountability: Human Resources

Policy Statement

St. Jerome's University will maintain a current job description for all positions. Job descriptions outline the nature and scope, specific accountabilities and skills and abilities required for each position. Job descriptions will be used to assist in evaluating a specific positions' placement on the St. Jerome's University salary grid.

All job descriptions will be reviewed at least every five (5) years, or as required due to significant job changes. Employees may request a review of the job description after any significant change in responsibilities or organizational structure. The process of review is directed by Human Resources in collaboration with the individual's direct supervisor. Where appropriate, the incumbent shall be engaged in the process.

Scope

Job descriptions are required for all permanent part-time and full-time positions, contracts of more than one year and are normally required for contracts of less than one year.

Application

Nature and Scope Statement

Job descriptions include a statement describing the general nature and scope of the roles. The job description also defines the specific accountability and minimum qualifications for the position. Job descriptions differ from job advertisements, but are used in combination during the recruitment and selection process.

Evaluation Criteria

Each position is evaluated on the following criteria:

1. Skills
    - Education
    - Experience
    - Interpersonal Skills
    - Communication

2. Effort
    - Mental Demands
    - Physical Demands

3. Responsibility
    - Decision Making
    - Leadership and Management Accountability

4. Working Conditions
    - Work Environment