

Instructions for Job Descriptions

1. Job Descriptions should be reviewed every three (3) years to ensure they are an accurate reflection of current job duties.
2. Employees are not authorized to re-write their own job descriptions. Employees may request a copy of their job description from HR, and if they believe their job has changed from the existing version, should discuss with their manager/supervisor to request an update.
3. Management reserves the right to assign duties to positions within the relevant department.
All jobs impacted by the addition or reassignment of duties should be submitted as a group through the hierarchy of the department or college, for review and approval.
4. If a significant reorganization of duties is proposed, an organization chart should be provided, as well.
5. The job description should be written using the approved template. (if you need help, contact the Director of Compensation for Assistance).
6. Before implementing the job description, the VP or Dean must approve. The Dean or VP's approval indicates they will be responsible for funding the position, should it result in a higher classification and salary range.
7. Upon receipt the Director of Compensation may arrange for a desk audit to ensure the job description is inclusive of all duties and responsibilities.
8. An internal and external market analysis may be performed to determine if a change in level or salary range is appropriate.
9. The Director of Compensation will provide a proposed new level, range and individual salary once the review is complete.
10. Once accepted by the Department and Director of Compensation, the job description will be added to the official job description inventory on PeopleAdmin and can be used for posting.
11. Some job descriptions are part of a university-wide series such as Administrative Assistant. Before editing these broadly applied jobs, please consult with the Director of Compensation to determine the best approach to revising the description for the specific situation.

Job Title:			
Department:		Job Category:	(HR Use Only)
FLSA Status:	(HR Use Only)	Pos Class (Job Code)	(HR Use Only)
Pay Grade:	(HR Use Only)	Emp Class Desc:	(HR Use Only)
Reports To (Position No):		ECLS:	(HR Use Only)
Reports To Job Title:		Position No:	
Supervises:			
Security Sensitive:	This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information.		
Minimum Education Required:			
Minimum Experience Required:			
Certification(s) Required:			
Key Competencies:			
Physical Requirements:			
Job Conditions:			
Lamar Expectation of Quality:	Employee will support the mission of Lamar by providing high quality, professional services, timely responses and solutions to customer requests.		
Job Summary:			
Essential Job Functions			
Other duties may be assigned to this position on a regular or occasional basis to respond to needs of the university.			

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This description is subject to modification as the needs and requirements of the position change. Lamar University reserves the right to revise, change or eliminate this job description at any time.

This Job Description is not intended to be a contract of employment or a legal document. Your employment with Lamar University is a voluntary one and is subject to termination by you or Lamar University at will, with or without cause, and with or without notice, at any time. Nothing in this Job Description shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Lamar University employees.

Employee Review:

Initials	Acknowledgement Statements
	I have reviewed this job description and understand the requirements and responsibilities of the position.
	I am able to perform all of the job functions with or without accommodation.
	I understand that this job description may be modified at any time without notice.
	I understand that other duties may be assigned due to the needs of the University.
Employee Signature:	Date: