Job descriptions provide a standard for performance evaluations, as well as serve to define the duties and responsibilities of all positions with the College. The College reserves the right to amend job descriptions as needed due to changing business needs, conditions and work responsibilities.

Job descriptions shall include job specifications and qualifications, essential physical and mental functions of a job, identification of essential, highly specialized functions not performed frequently but necessary to perform the job with the requisite degree of skill, identification of unusual environmental factors of the work site, (e.g., temperature, humidity, dust, ventilation, noise levels, lighting, safety hazards).

Essential functions of a job have been determined by analyzing important factors such as what the employees in the position actually do, are required to do and must be able to do as determined by the Supervisor, based in part on the practical experience and history associated with the position.

Job descriptions should be reviewed prior to recruitment for job openings to ensure they are current and accurately reflect job duties and responsibilities. Job descriptions that are updated shall contain the date of the update. Copies of revised job descriptions will be given to affected employees and a copy shall go into the affected employee's personnel file.

Job descriptions will all contain a the College’s statement on discrimination and equal opportunity employment as follows:

Salina Area Technical College welcomes the application of any qualified candidate and does not discriminate on the basis of race, color, age, sex, creed, marital status, ethnic origin, disability or veteran status. We are an affirmative action/equal opportunity employer. We comply with Title IX of the Educational Amendments of 1972. We comply with the rehabilitation act of 1973, the Vietnam Era Veteran’s Readjustment Assistant Act of 1974, and the Americans with Disabilities Act.

Contact: Human Resources

Related Form(s): Job Descriptions
Adopted: September 22, 2014

Updated: