

Job Specifications

Purpose:

All positions at the Students' Association shall include a job specification which helps employees to understand their specific duties and requirements.

Policy:

- Every position in the Students' Association shall be governed by a job specification.
- The amount of detail contained in the specification shall be appropriate to the level of the position; however, each specification should contain the following:
 - Title
 - Job Summary
 - Duties & Responsibilities
 - Qualifications
 - Reporting structure
 - Salary, Wages, or Honorarium
 - Date written
- Job specifications shall be written by the Executive Director in conjunction with the Executive Committee and, if applicable, the person responsible for supervising the position. In the case of the Executive Director, job specifications are written by the Personnel Manager at the University of Alberta Students' Union.
- All job specifications shall be approved by the Executive Committee.
- The Executive Director will ensure that a copy is maintained in a central file.