



**MOLLOY
UNIVERSITY**

Policy # HR.111
Job Position Description
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Non-Faculty Employees
Last Revised: 11/01/2021
Last Reviewed: 07/01/2022

POSTION DESCRIPTIONS

Position descriptions should be reviewed annually for all University positions. The position description summarizes the essential functions, work schedule, remote work eligibility, independence of action, decision making authority, of a position, its primary responsibilities and the minimum qualifications needed to perform the role in terms of educational background, relevant experience, knowledge, skills, and abilities. Job Descriptions are maintained in the employee's personnel record and in the job description shared drive and should include job title, date created/updated, level of position, reporting relationship, brief summary of the primary purpose and a list of the essential duties and functions associated with it. The list should be general in nature and shouldn't necessarily include every activity encompassed by the job.