



Job Description Instructions

It is the responsibility of each department to create and revise job descriptions, although the HR Director may be consulted if assistance is needed.

Please use the job description template located at: <http://www.goshen.edu/hr/supervisor-resources/>. The template gives details in each section as to what information should be included.

Job descriptions for new positions should be sent electronically to the HR Office at hr@goshen.edu so the position can be ranked.

If a current position changes and the supervisor wants to request that it be reviewed for re-ranking purposes, those requests need to be accompanied by an updated job description outlining the new duties and responsibilities.

In addition, if a job description is updated, please be sure to send a copy to hr@goshen.edu. HR always needs to have the most recent version.