

# Staff - Job Responsibilities

## FT\_BO\_HR\_25

Responsible Officer  
Chris Ronk  
Responsible Office  
Human Resources  
Approving Body  
Board of Trustees  
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### Policy Statement

A supervisor or another member of the Staff or Administration will provide the new Staff member with a written job description and/or a verbal job description outlining what is expected in work activities.

### Policy Procedures

The Staff member should feel free to ask questions to assure that he/she understands clearly what is expected. It is likely that further questions will be forthcoming after one is on the job for a period of involvement.

Everyone is expected to help other employees from time to time when the workloads require assistance. No one is to consider that he/she is limited to the particular assignment for which he/she is hired. Flexibility and a readiness and willingness to assist others as well as to accept help from others is necessary for accomplishment of the total workload. Acceptance of cross-training on other jobs to support this flexibility is expected of all employees.