

8.A.1

Duties and responsibilities of each position are specified in written job descriptions made available to administrators, faculty, and staff of the institution.

Exhibit 8.A.1.1 — Navigation to Employee Hub on Website (Continued on Next Page)

The screenshot shows the official website of Southwest Technical College. At the top, there is a navigation bar with links for Certificates, Community & Business, Admissions, Current Students, and College Info. Below the navigation bar is a large banner featuring a photograph of the college's modern building and a quote from Ashton Christensen: "I could not have asked for a better education or experience. I am excited to take what I have learned at Southwest Tech and use it to bless the lives of others!" — Ashton Christensen. A blue button below the quote says "Explore our college certificate programs". To the right of the banner is a sidebar with links for About Southwest Tech, Contact Us, Report a Safety Concern, President's Cabinet, Board of Trustees, Southwest Café Menu, Testing Center, Building & Event Reservation, News / Events, and Employee Hub. The Employee Hub link is highlighted with a red box. At the bottom of the page are four circular icons representing College Certificates, Course Schedules, Become a Student, and Scholarships.

The screenshot shows the "Employee Hub" page. At the top, there is a navigation bar with links for Home, HR, Finance, Facilities, Safety, and IT, Marketing, Student Services, Academics, and a search icon. The HR link is currently selected. A dropdown menu for "College Resources and G..." is open, listing Payroll, Medical Benefits, Retirement Benefits, Education Benefits, Training and New Hire On..., Safety, Forms, Employment Opportunities, and Leadership Tools. The "Training and New Hire On..." option is checked. Below the navigation bar is a large banner with a photograph of the college's exterior and the text "Welcome to the Employee Hub! Use the icons below or the menu at the top to access department resources". A blue button below the banner says "Department Resources".

Exhibit 8.A.1.1 — Navigation to Employee Hub on Website (Continued)

College Resources and General Information

Policy Manual

Procedures Manual

Job Descriptions

Time-Off / Holiday Schedule

C.O.E.
If you would like to add acronyms please contact HR.

EAC
Employee Advisory Committee

Apparel Store
Full-time employees have a credit of \$50
Part-time/adjunct have a credit of \$30

Suggestion Box
Share your ideas to make Stech the best place to be.

Shared with me > EHub - Job Descriptions... ▾

Type ▾ People ▾ Modified ▾ Source ▾

Name ↑

- Academics
- Executive
- Finance & Ops
- Student & College Services

Source: [Employee Hub](#)

Exhibit 8.A.1.2 — Sample Job Description – Faculty

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Faculty
Last Revised:	12/20/2023
Reports To:	Department Coordinator/Director

Job Summary:

Supports the College Mission to serve students, employers, and the College community. Provides leadership and quality education and job skill training in a safe, clean, positive, and productive learning environment. Participate collaboratively and professionally with students, faculty, staff and college partners to promote the general well-being of the department and the college.

Source: [Faculty Job Description](#). All job descriptions are available for review [here](#).

Exhibit 8.A.1.3 — Sample Job Description – President

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	College President
Last Revised:	01/04/2024
Reports To:	Southwest Tech Board of Directors, Utah System of Technical Colleges Commissioner and Board of Trustees

Job Summary:

The technical college president (president) serves as the chief administrative officer of the college. He/she is appointed by the Utah System of Technical Colleges (USTC) Board of Trustees (Trustees) after consultation with the College Board of Directors. The president is an innovative leader committed to meeting the technical education needs of regional employers and being involved in strengthening business and industry competitiveness.

Source: [President Job Description](#). All job descriptions are available for review [here](#).