**Wellesley College  
Role Document**

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| **For HR Use Only:**  **Level:**  **Exemption Status:**  **Position #:**  **Approved by:**  **Date:** |

**General Information**

Job Title:

Department:

Reports to (Position Name):

**Position Summary**

*Provide a brief overview of the role.*

**Primary Position Responsibilities**

*List the primary duties of the role. Most roles have 5 to 6 primary responsibilities. Focus on major responsibilities not specific tasks. List the primary duties in order of the percentage of time spent on that duty.*

**Performance Profile**

*Describe 3 or 4 measures of successful performance. Primary measures of performance may include such dimensions as accuracy, reliability, timeliness, turnaround time, program effectiveness, high levels of service, etc.*

**Supervisor Responsibilities**

*List positions (if any) supervised.*

**Education Required**

*Note the minimum level of education required. Also include specific certifications if necessary for the role.*

**Experience Required**

*Describe the typical minimum experience required.*

**Skills and Abilities Required**

*Describe the skills and abilities required to perform the role successfully. Skills and abilities may include such factors as familiarity with a particular type of software, writing skills, attention to detail, proofreading.*

**Other**

*Include any additional comments that are important in understanding this position’s role and impact on Wellesley College.*