

Wellesley College Human Resources Office Mission and Standards of Service

Each member of our community—students, faculty and staff—makes a difference in one another's lives, and in the life of the College.

Wellesley College strives to recruit and retain a diverse blend of talented, enthusiastic individuals who will take full advantage of the extraordinary environment and resources available to them to further their lives and careers. When you become a part of Wellesley College, you become a part of a community that rewards ideas and initiative, where differences are celebrated and all viewpoints are welcome. It is a community where your needs are recognized, your goals are encouraged, and your success is a priority.

Our Mission Statement

The mission of the Human Resources team is to advance the institutional priorities of Wellesley College, by partnering with Wellesley's leadership to create a high performance work environment characterized by fair treatment of all employees, open communication, personal accountability, trust, and mutual respect.

We are committed to providing excellent service to all Wellesley College employees in the areas of recruitment, affirmative action, compensation, benefits, labor and employee relations, management consultation, leadership development, and training. We are also committed to helping our employees achieve work-life effectiveness through policies and initiatives that respect you as an individual and create a work environment that fosters employee engagement and balance.

Our Standards of Service

Our HR team is guided by and promotes the following standards:

- We will treat each person graciously and respectfully, striving to understand all perspectives.
- We will be truthful, equitable, and open in all of our relationships. At the same time, we will respect the confidentiality of information entrusted to us.
- We will respond promptly to all requests for our services keeping our constituents informed of the process and time necessary to provide that service in a thoughtful, accurate, and timely fashion.
- We will function as a high performance team by developing our HR competencies, skills and knowledge.