**Wellesley College
Role Document**

**General Information:**

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| **Submission Date:**  | Click here to enter a date. |
| **Job Title:** |  |
| **Name of previous incumbent:** |  |
| **Date the position vacated:** | Click here to enter a date. |
| **Department:** |  |
| **Hiring Manager Name and Position:** |  |

**Position Information:**

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| --- | --- |
| **Full Time or Part Time:**  |  |
| **Standard Hours:**  |  |
| **Annual Work Period:** |  |
| **If a fixed term, what is the end date?**  | Click here to enter a date. |
| **Funding source and the amount for each source stated.** |  |

**Position Summary**

*Provide a brief overview of the role.*

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**Primary Position Responsibilities**

*Provide the breakdown of the work and responsibilities. Most roles have 5 to 6 primary responsibilities. Focus on major responsibilities not specific tasks. List the primary responsibilities in order of the percentage of time spent on that responsibility. Percentage should equal 100%.*

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| **Position Responsibility** | **Percentage of Work** |
|  | %  |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |
| **Total** | **100%** |

**Supervisory Responsibilities**

*List positions (if any) supervised.*

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**Basic Qualifications**

*Note the minimum level of experience. Also include specific certifications if necessary for the role and describe the minimum experience required. (e.g. bachelor’s degree with at least three years of relevant experience.)*

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**Skills and Abilities**

*Describe the skills and abilities needed 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. (e.g. Supervisory experience and excellent administrative skills.)*

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**Other**

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

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| **For HR Use Only:****Level:** **Exemption Status:** **Position Number:** **Approved By:** **Date:** Click here to enter a date. |