

**Hampshire College**  
**Job Description Completion Guidelines**  
December 2022

This document is meant to help supervisors in completing Hampshire College job descriptions. All Hampshire College staff positions must use the College Job Description Template form and supervisors should reference this document while completing the template in order to create position descriptions in accordance to the College's policies, mission, and goals.

Job descriptions must be reviewed and updated prior to a position being approved to be posted and advertised. Hampshire College positions may also be evaluated periodically while there is an existing employee in the position. Such reevaluations should be done with the approval of the Division Head and in coordination with the Senior Director of Human Resources. Both the Senior Director of Human Resources and the Senior Vice President of Justice, Equity, and Antiracism are available to assist with the completion of a job description.

**Department**

This is the department that the position is assigned to.

**Job Title**

This is the title of the position. Title changes must be approved by the Director of Human Resources as they must align with institution hierarchies. Supervisors should ensure titles are gender neutral (ie. "Salesman" versus "Sales Clerk").

**Name of Incumbent**

This is the name of the individual currently holding the position. If there are more than one of the same position then "Multiple" may be used. If the position is new with no incumbent then "Vacant" can be used.

**Reports to**

This is the title of the position to which the employee reports. Do not use that individual's name. This person is considered the primary supervisor.

**Scheduled Hours**

This is the weekly scheduled hours of the position (typically 35 or 40). The

**Employment Cycle**

The employment cycle is the number of months a year the position is employed to work (typically 10, 11 or 12).

**FTE (Completed by HR Staff)**

This is the Full Time Equivalency of the position (ie. 1.0 = full time, 0.5 = half time, .83 = 10 month positions) NOTE: If the position is less than 1.0, human resources staff use a specific calculation based on work hours to determine FTE.

**Pay Grade (Completed by HR Staff)**

*Hampshire College currently does not have a salary schedule and grading system in place. This is to be developed. Until that time, please contact the Director of Human Resources for compensation review.*

**Date Description Received in HR (Completed by HR Staff)**

This is the date human resources staff approved the final version of the job description and filed it in the system.

**FLSA Status (Completed by HR Staff)**

This is the position's status as it applies to the Fair Labor Standards Act. An "Exempt" position is one which is primarily responsible for managing the academic, financial, and business affairs of the College and for providing support services. Note: Exempt positions are not eligible for overtime pay.

A "Non-Exempt" position refers to those individuals who provide clerical, administrative, technical, or service-maintenance support services. Note: Non-exempt positions are eligible for overtime. Generally speaking; managers, associate directors, directors, and vice presidents are exempt. Technicians, specialists, administrative assistants, and coordinators are typically non-exempt.

**I. Primary Responsibilities**

Give a concise overview of the primary role this position has at the College in a narrative format. This should be 1-3 paragraphs outlining the general role and how it contributes to the department and the College.

**II. Essential Duties and Responsibilities**

Use the space to provide bulleted statements that describe the major duties and responsibilities of this position. Include only those primary responsibilities of the position (listed above). Indicate the appropriate percentage of time spent on each responsibility (each section must be no less than 10% and total percentage of time must be equivalent to 100% regardless of the position's FTE).

If the position has supervisory responsibilities, include at least one statement that describes the nature and extent of supervision provided (this should include information such as mentoring, providing feedback, conducting performance reviews, etc.).

**III. Skills/ Knowledge/ and Certifications**

Describe the technical or business skills, knowledge, and certifications required and preferred to complete the job's primary responsibilities. These should mostly be "must-haves." Avoid an excessively long list of needed or preferred skills.

All Hampshire College job descriptions must include skills promoting equity, diversity, inclusion, and anti-racism as these values align with the College's mission and vision. *All* job descriptions must include the following necessary skill:

- Passionate about working in an organization that values and promotes diversity, equity, inclusion and anti-racism.

The description must incorporate 2 or 3 of the following phrases as necessary skills applicable to the position:

- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Strengthens Hampshire College's climate for diversity, equity & inclusion.
- Demonstrates and supports a culture of diversity, equity and inclusion.
- Demonstrates skill in understanding of cultural differences.
- Demonstrates a commitment to diversity, equity and inclusion.
- Promotes diversity, equity and inclusion activities.
- Employs anti-racist practices and principles to accomplish work.
- Incorporates an anti-racist and anti-oppressive lens into regular practice.
- Ability to serve as an advocate for individuals of all ethnicities, genders, ages and backgrounds.
- Understands the specific experiences of historically marginalized racial groups in the U.S., particularly Black, Indigenous, and Latinx groups.
- Ability to flex communication style to multiple cultural environments.
- Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Experience working with diversity, equity and inclusion programs.
- Ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff and community members.
- Supports and enhances a sense of belonging and success of students from traditionally marginalized populations.
- Demonstrates an understanding of diversity, equity, inclusion and anti-oppression concepts and issues, especially as they apply to (INSERT SPECIFIC SCOPE OF WORK).
- Embraces and actively promotes an inclusive and equitable work environment.
- Teaches using equitable and inclusive pedagogy.
- Strong knowledge of diversity, equity, inclusion, anti-racism, anti-oppression and social justice.
- Experience incorporating the perspectives of multiple communities, including communities of color.
- An understanding of the concepts of institutional and structural racism and their impact on underserved and underrepresented communities.

#### IV. Critical Factors

Using typical activities related to the primary responsibilities of the position, provide examples of how the essential duties and responsibilities specifically relate to the following areas.

1. **Judgment and Problem Solving:** Give examples of typical activities that illustrate the level of independent judgment and discretion required. Give examples of how this position helps to solve problems or develop new approaches, procedures, or policies (individually or in a committee).
2. **Planning Horizon:** To what extent does the person in this position plan their work ahead of time (weekly, monthly, six months, one year, two or more years)
3. **Communication and Interpersonal Skills:** Give examples of the degree and level of communication necessary for this position, and extent of collaboration on joint projects, noting whether projects are within the department, division or across the campus community.

- 4. Impact and Accountability:** Give examples that illustrate the typical types of decisions the person in this position makes. Do the decisions made primarily have an effect on the person's own work, the work of the department, the division or across the entire campus community?

**V. Supervision**

Indicate those positions the person will provide direct supervision and performance management (coaching and feedback, performance evaluations, etc.) Do not include casual or student workers.

**VI. Education**

Place an 'X' in the column next to the minimum level of educational background **required, not preferred** to perform in this position. Is a degree absolutely necessary to perform the duties of the position?

**VII. Related Experience**

Place an 'X' in the column next to the minimum years of work-related experience **required, not preferred** to perform the duties of this position.

**VIII. Physical Demands/Work Environment**

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job.

**Final Review and Approval**

When completed, job descriptions should be sent to Human Resources and will be reviewed by the Senior Director of Human Resources prior to final approval and posting of job advertisements.