



Department:
Job Title:
Name of Incumbent:
Reports to:

Hampshire College is an equal opportunity employer. We welcome applicants from diverse backgrounds and encourage candidates of all identities to apply. We strive to hire and retain a diverse workforce, believing that we as individuals, our office together, and the College as a whole benefit tremendously and can better achieve excellence when we represent a broad spectrum of backgrounds, experiences, and perspectives.

| Scheduled Hours (Hours per Week) | Employment Cycle (Months per Year) | FTE | Pay Grade | Date Description Approved by HR | FLSA Status |
|-------------------------------------|---------------------------------------|---------------------------|-----------|------------------------------------|---|
| | | | | | <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt |
| Supervisor Completes | | Human Resources Completes | | | |

I. PRIMARY RESPONSIBILITIES:

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

| Duty and Responsibility Statements – Like duties or responsibilities should be grouped together. |
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| |
| Other duties as assigned. |

III. SKILLS/ KNOWLEDGE/ CERTIFICATIONS:

1. Required

2. Preferred

IV. CRITICAL FACTORS

1. Judgment and Problem Solving:

2. Planning Horizon:**3. Communication and Interpersonal Skills:****4. Impact and Accountability:****V. SUPERVISION:**

| Position Title of Those Supervised by this Position | FTE |
|---|-----|
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VI. EDUCATION:

| Minimum Required | Education | Field of Study or Certification |
|--------------------------|---|---------------------------------|
| <input type="checkbox"/> | No formal education required | |
| <input type="checkbox"/> | High school diploma, G.E.D., or equivalent | |
| <input type="checkbox"/> | Two-year college degree or equivalent | |
| <input type="checkbox"/> | Four-year college degree or equivalent | |
| <input type="checkbox"/> | Advanced degree (e.g., MA, MS, JD, PhD) | |
| <input type="checkbox"/> | Professional certification, requiring formal education beyond college (e.g., CPA) | |
| <input type="checkbox"/> | Technical licenses or certifications | |

Alternatives to formal education and paid work experience may be considered as equivalent qualifications to include military service/training, volunteering, activism, and other non-traditional programs and experiences related to the position.

VII. RELATED EXPERIENCE:

| Minimum Required | Years' Job Related Experience Required |
|--------------------------|--|
| <input type="checkbox"/> | 0 |
| <input type="checkbox"/> | 1 |
| <input type="checkbox"/> | 2 |
| <input type="checkbox"/> | 3 |
| <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | 7 |
| <input type="checkbox"/> | 10+ |

Alternatives to formal education and paid work experience may be considered as equivalent qualifications to include military service/training, volunteering, activism, and other non-traditional programs and experiences related to the position.

VIII. PHYSICAL/ MENTAL/ WORK ENVIRONMENT DEMANDS:

| | |
|---------------|--|
| Physical | Must be able to remain in a stationary position; often sitting or standing <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must move about to accomplish tasks; from one worksite to another or within an office setting <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must position self in tight, confined, low, high, and hard to reach spaces to accomplish tasks <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must Ascend or descend ladders, stairs, scaffolding, ramps, poles and similar equipment to accomplish tasks <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must make repeating motion that may include wrists, hands, and/or fingers <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must lift and move objects weighing up to 25 pounds <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must lift and move objects weighing 25 - 50 pounds <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must lift and move objects weighing over 50 pounds <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must be able to communicate, converse, and exchange information with others <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must be able to detect, identify, observe, and inspect actions, objects, and equipment <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| Mental | Must be able to understand direction and adhere to procedures and policies <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must be able to gather, classify, and organize information and work <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must be able to concentrate on complex tasks and/or on tasks for prolonged periods of time <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must be able to adapt well in the face of workplace stressors (ie. complaints, interruptions, competing priorities) <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| Environmental | Must be able to work in outdoor weather conditions <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must be able to work in environments with marked changes in temperature and/or humidity <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must be able to work in environments with excessive noise <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must be able to work in confined and enclosed spaces <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must be able to work in environments with dust, fumes, gases, and/or radiation <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must drive motor vehicles and/or heavy equipment <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must be able to work around and/or operate machinery, tools, and other potentially hazardous equipment <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |
| | Must work around and/or with animals (domestic, livestock, research, or laboratory) <input type="checkbox"/> Never/Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly |

DISCLAIMER:

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the discretion of the Employer.