



Williams College
Office of Human Resources
POSITION DESCRIPTION

NAME:	_____	IMMEDIATE SUPERVISOR:	_____
TITLE:	_____	SUPERVISOR'S TITLE:	_____
DEPARTMENT:	_____	POSITION ENTRY DATE:	_____
POSITION #:	_____	DATE UPDATED:	_____

Instructions: A position description should provide an up-to-date outline of the position's primary function and major duties and responsibilities. Please consider the following guidelines when completing the sections below.

1. Be brief and to the point.
2. Be accurate and specific. Avoid ambiguous words.
3. Begin sentences with action verbs. Some examples of **action verbs** are listed below.
4. Use "may" or "occasionally" when the position does not require the regular performance of a specific position responsibility.

The employee and supervisor (or department head) should discuss and resolve any questions or uncertainties prior to finalizing this form. Once finalized, please email all updated Position Descriptions to Human Resources (hr@williams.edu).

PRIMARY PURPOSE/FUNCTION

Please summarize the essential purpose of the position. Why does this position exist and how does it fit into Williams College as a whole? Provide a brief, two or three sentence description of the position.

PRIMARY DUTIES AND RESPONSIBILITIES

Please list all key duties and responsibilities that occupy a significant part of time on the job. Be as specific as possible and list the most important duties and responsibilities first. Please show the approximate percent of time spent in each category in a representative year. Listed duties and responsibilities should not exceed 100%, and it is not necessary to list those duties that are less than 5%.

ACTION VERBS

administer	control	evaluate	monitor	recommend
advise	coordinate	expedite	negotiate	research
analyze	decide	implement	operate	review
approve	deliver	inspect	organize	schedule
check	design	interpret	oversee	supervise
collaborate	develop	maintain	perform	test
compile	direct	make	plan	train
conduct	establish	manage	prepare	verify

DUTIES AND RESPONSIBILITIES	APPROXIMATE % OF TIME

COMPLEXITY

Please describe the aspects of the position which are the **most** complex, or require the employee to analyze, interpret, develop, or research problems. Consider whether the work involves the use of routine, well established methods, or activities that require using many different procedures for changing situations.

RELATIONSHIPS

Please describe any primary contacts within and/or outside Williams College required to perform the job successfully, including whom the contact is with (e.g., alumni, other department heads, Admissions Counselors) and the nature of the relationship (e.g., provide/receive information, counsel, advise, negotiate).

CONTACT	NATURE OF RELATIONSHIP

IMPACT OF DECISIONS

Please describe the types of decisions and recommendations that the employee must regularly make. Indicate the extent of participation in the decision-making process, and if this position has final decision-making authority. Describe the impact of errors in decision-making.

SUPERVISORY RESPONSIBILITY

Please list the title(s) of any position(s) the employee supervises and the number of people in those positions. Describe this position's relationship to those supervised: compare the type of work and indicate the presence of hiring, firing, or performance evaluation authority.

KNOWLEDGE AND SKILLS REQUIREMENTS

Indicate the **minimum** formal education and/or job-related experience required (not preferred) for someone to perform this position successfully **upon hire**. Please keep in mind these requirements may or may not match the employee's personal background.

MINIMUM EDUCATION (Please select one)

None

High school diploma or equivalent

Associate's degree or equivalent

Bachelor's degree or equivalent

Master's degree or equivalent

Other: _____

Please specify

MINIMUM EXPERIENCE (Please select one)

Less than 1 year

Between 1 year and 2 years

Between 2 years and 5 years

Between 5 years and 8 years

Over 8 years

SPECIALIZED SKILLS AND/OR TRAINING

Please indicate any additional specialized skills or training required to be **hired** into this position.

WORKING CONDITIONS

Please describe the working environment typical for this position and how these conditions impact the position. List any unusual conditions in the working environment (e.g. unusual laboratory conditions, heavy lifting, exposure to outside elements, or use of heavy machinery).

PHYSICAL DEMANDS

Please describe the physical demands that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADDITIONAL EMPLOYEE COMMENTS

Please use the space below to add any other information about the position not previously indicated.

Please review the entire position description to make sure you have not overlooked any important information.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____
(as applicable)

Thank you for your time and effort in completing this position description.