

KENYON COLLEGE
Position Description Questionnaire

Name: _____ Start date in current position: _____
Position title: _____ Department: _____ _____
Supervisor's Name and Title: _____ Date: _____

Use additional sheets if necessary when providing information.

Primary Purpose of Position: Please summarize the primary purpose of your position.

Major duties and responsibilities: Please describe your major duties and responsibilities. These should not be determined based solely on the amount of time you spend on them. Consider such factors as how important an activity is to key decisions, compliance with Kenyon's policies or the law, enrollment, operating costs and Kenyon's stature.

List the most important first. When describing a duty or responsibility use action verbs such as "administer, assist, compile, organize, conduct, interpret, etc." Please estimate the percent of your time you spend on the activity during a typical year.

<u>Duties and Responsibilities</u>	<u>Approximate % of total</u>
1.	%
2.	%
3.	%
4.	%
5.	%
6.	%
7.	%
8.	%

Complexity: Please describe the aspects of your job which are the most complex, that require you to analyze, interpret, develop, or research problems, or that require you to use different procedures for changing situations.

Relationships: Please describe the primary contacts you are required to have within and outside Kenyon College in order to perform your job successfully.

Impact of Decisions: Please describe the types of decisions and recommendations you regularly make. Indicate to what extent you participate in the decision-making process, and if you have the final authority. Describe the impact errors in your decision-making would have.

Supervisory Responsibilities: Please list the titles of the positions you supervise, if any, and the number of people in those positions and whether the positions are full or part-time or student employee positions. Describe the nature of your supervisory responsibilities. For example, do you hire, fire, or make performance evaluations?

Education, experience and skills required. Indicate the minimum formal education and job-related experience required (not preferred) for someone to perform this job successfully upon hire. Example: High school diploma plus a minimum of 5 years of related secretarial experience

Education and/or Training:

Job related experience:

Level:
Specialty (if any):

Type:
Number of Years:

Skills:

Working Conditions: Please describe the environment in which you work. Are there any unusual conditions in your working environment (e.g. unusual laboratory conditions, heavy lifting, exposure to outside elements, use of heavy machinery)?

Additional Employee's Comments: Please use the space below to add any other information about your position you would like to add.

Signatures:

Staff Member: _____ Date: _____

Supervisor: _____ Date: _____

Supervisor's Comments: Please add any additional information or comments you believe are relevant to an evaluation of this position.