



Kenyon College

Position Summary: *A four or five-sentence overview that summarizes the overall purpose and objective of the position. The position summary should contextualize the job within the department and/or division, and within the College.*

Essential Functions: *The top three to five most essential functions of the position. This list should include statements explaining why the function is required and how successful completion of each function will be measured.*

Other Functions: *List other duties and responsibilities required of the position. Describe how successful completion of each function will be measured.*

Knowledge, Skills, Abilities: *The specific competencies required to perform all functions of the position. This section may also expand upon the success factors that will contribute to an individual's ability to perform all functions of the position.*

Supervisory Responsibilities: *The scope of the person's authority including a list of the positions that report to the incumbent. If there are no supervisory duties, please check N/A.*

Not Applicable

This position has the supervisory responsibilities described below:

Working Conditions: *The environment in which the work is performed specifically detailing any physical demands.*

Minimum Qualifications: *The minimum knowledge, skills and abilities required to perform all functions of the position.*