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| 2009_seal_small_266C | **Amherst College**  **Office of Human Resources** |

**JOB DESCRIPTION**

Title:

Department: Reports to title:

Full Time: Part Time: Date Prepared:

Job Group & Level:

Regular Daily Work Schedule:

to

Pay Type: Weekly Monthly Months Per Year: Hours Per Week:

(Summer Months) Months Per Year: Hours Per Week:

1. Summary of Position:

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

4. Education: (include certifications and licenses) Required:

Preferred:

5. Experience: (List specific skills necessary to perform this job) Required:

Preferred:

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

7. Decision Making:

8. Supervision Exercised/R eceived:

Supervisory Responsibility: Yes No

Number of Employees Supervised: \_\_\_\_\_\_\_\_\_