Instructions for accessing job descriptions currently on file in Box

Human Resources has a record of many campus job descriptions. They are contained in a Box file titled Job Descriptions that is organized by division and department; deans and directors should have access to their respective departments. (Note: many descriptions show an "Updated" date of 2018 as existing descriptions were loaded into Box at that time. This is likely not reflective of the date content was updated).

If you cannot access the file for your department and/or would like to add access for other managers or support staff in your office, please contact Caroline Kos (Caroline.Kos@wheaton.edu) and she will be able to assist you. We hope this provides a solid starting point for creating the content needed in the updated job description template.

By way of example, here's the navigation to the Human Resources department's job descriptions.

Division menu:

Name	Updated	Size
PRESIDENT	Today by Connie Mi…	25 Files
FINANCE AND OPERATIONS DIVIS…	Today by Connie Mi…	347 Files
STUDENT DEVELOPMENT DIVISION	Today by Connie Mi…	187 Files
ENROLLMENT MANAGEMENT DIV…	Today by Jean Klieb…	43 Files
ACADEMIC DIVISION	Today by Connie Mi…	359 Files
ADVANCEMENT, VOCATION, AND …	Yesterday by Joseph…	105 Files

Department menu:

👥	Auxiliary Services	Today by Connie Mi...	49 Files
👥	Financial Operations Office	Today by Connie Mi...	4 Files
👥	Facilities	Today by Connie Mi...	134 Files
👥	Accounting & Purchasing	Today by Connie Mi...	26 Files
👥	Legal Affairs & Risk Management	Today by Connie Mi...	9 Files
👥	Academic and Institutional Techn......	Dec 9, 2019 by Stev...	73 Files
👥	Human Resources	Oct 24, 2018 by A P...	21 Files
👥	Investments & Trusts	Jul 13, 2018 by A Pr...	7 Files
👥	Public Safety	May 17, 2018 by Co...	24 Files
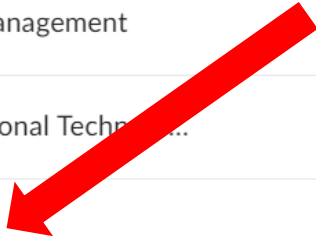
Human Resources job descriptions:

📄	Data Analyst Human Resources....	May 17, 2018 by ...	13.6 KB
📄	Director Human Resources.docx	May 17, 2018 by ...	14.3 KB
📄	Generalist Human Resources.docx	May 17, 2018 by ...	13 KB
📄	HR Generalist 2-18.docx	May 17, 2018 by ...	25.3 KB
📄	Payroll Manager Human Resourc...	May 17, 2018 by ...	13.6 KB
📄	Project and Payroll Coordinator....	May 17, 2018 by ...	13.1 KB
📄	Project Senior Office Coordinat...	May 17, 2018 by ...	13.4 KB
📄	Senior Office Coordinator Huma...	May 17, 2018 by ...	14.9 KB

Instructions for populating the new template and loading updated descriptions into Box

1. Please add appropriate content to the new template for each position/role in your department. Use the guidance in the job description template as well as information found in the Administrative Session power point. Delete all instructions contained in the template but retain text in BOLD (indicating it is standard language and should be retained in all descriptions).

2. Involve your team in some way; this can be done by asking each person to populate the new template and submit to you for review or vice versa. If there is a job description in the Box file, this could be a helpful starting point. Please communicate to your team how your plan to manage this process in your area.

3. Where there are several incumbents holding the same or similar positions (such as Regional Director or Admissions Counselor), the basic content of the job description should be the same, with variations for specialty duties, if applicable, listed toward the end of Duties and Responsibilities section.

4. Once the descriptions are updated, please save in your departmental Box folder using this convention – Office - Title – Date. For example, Human Resources - Office Coordinator – October 2020.

5. Please delete all prior job descriptions so the Box folder only contains current data using the updated template. This location is considered the current institutional record for job descriptions; if you have a reason to retain historical records, feel free to do so in your personal files.