Current Job Title – do not change current title

**Job Overview**

* Provide a brief, 3-4 sentence summary of the role. This summary should highlight the main purpose/function/scope of the position.
* Include the reporting relationship - i.e. (Job Title) will report to (Manager Title). Note if position supervises others.
* If position has direct budgetary management and oversight, indicate amount and scope (i.e. budget management of a program, department, several departments, etc.)
* Detail full time equivalency (FTE) and Work Schedule only if less than 1.0 FTE (or 40 hrs/wk, 12 months/yr). Use narrative vs. shorthand (e.g. The hours for this position are 20 hrs/week, 12 months/yr. Do not express this as a 20/12; this is not easily understandable to outside parties.)

**Duties and Responsibilities**

* List the major duties required of this role. Select responsibilities that represent 10% or more of the incumbent’s time. Avoid including minor tasks that will create too much detail.
* List them in order of importance and/or amount of time required to perform.
* Use complete sentences.
* Start sentences with present tense action verbs - e.g. operates, supervises, coordinates, trains, etc. Duties and responsibilities should be outcome oriented.
* Use gender neutral language. (*See reference information on this topic in the Administrative Session materials*).

**This job description is intended to represent key areas of responsibilities; specific assignments may vary from time to time, and other duties may be assigned.**

**Qualifications**

* Education level
* Desired experience
* Specific skills and competencies
* Certifications/licenses, if applicable
* Valid driver’s license, if driving is required for the role
* Qualifications listed should have a direct correlation to being successful in the role

**Physical Requirements**

This description will likely address most office or classroom roles: The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 10 pounds.

For positions with other physical requirements, please refer to this list of possible requirements from the Bureau of Labor Statistics for a list of physical demands BLS https://www.bls.gov/ors/factsheet/physical-072015.htm

**FLSA Status -** (Insert Exempt for a salaried position or Non Exempt for an hourly role)

**As a Christ-centered community, Wheaton College faculty and staff must affirm the College’s Statement of Faith as expressing their own theological convictions and agree to live by the moral standards in Wheaton’s Community Covenant, modeling these commitments for the Christian formation of our students.  Wheaton College faculty and staff also support the Christ-Centered Diversity Commitment which highlights our desire to treat all individuals as equal image-bearers of Jesus Christ through diversity, inclusion, justice and unity.**

Eliminate reference to carrying a cell phone (previously included to indicate eligibility for a cell phone allowance)

Exclude reference to departmental mission statements; these can be shared in the interview process or upon hire.

**Updated** (month, year)