

Job Title

Department:

Department Name

Job Type:

Job Type

FLSA Status:

Exempt/Non-Exempt

Reports To:

Position Title

Supervisory Role:

No/Yes

Hours:

FT/PT

Prepared By:

Click or tap here to enter text.

Prepared Date:

Click or tap to enter a date.

Last Reviewed:

Click or tap to enter a date.

Position Summary

First sentence typically starts “Under the general direction of...” followed by high-level purpose of job

Essential Duties include the following. Other duties may be assigned.

- Essential Functions/Primary Job Responsibilities ***including % of time***. Percentages must add up to 100.
- Supervisory Responsibilities (if applicable)
- Weekly Work Hours
- Travel (if applicable)

Qualifications

We seek a candidate who values diversity, equity and inclusion in all that they do. Candidates must have strong organizational skills and a proven ability to work collaboratively with partners across campus in support of Hood College’s mission as a student-centered, liberal arts institution.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience**Minimum Requirements/Qualifications**

- Years and type of previous experience required
- Education (depending on the role, can state that a college degree is preferred but not required)
- Certifications
- Knowledge, Skills, Abilities necessary to perform job
- Previous supervisory experience (if applicable)

Preferred Skills and Characteristics

- Desirable, not required skills for the job (if applicable)

Technology Skills

Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

Language Skills

Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from both external and internal customers both in person and by phone. Ability to write routine reports and correspondence.

Mathematical Skills

Proficient with statistical and financial concepts. Must have the ability to apply those concepts to tracking, projections, goal setting, and interpreting reports. Must be able to draw conclusions from reports and make cost effective decisions regarding programs.

Reasoning Ability

Ability to solve practical problems and deal with a number of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work independently and as a member of a group in developing and executing project plans. Ability to work in the theoretical arena and apply logic as appropriate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment

The work environment described here is representative of what an employee will encounter while performing the essential functions of this job. The noise level is usually moderate and could include interaction with other employees, students, the public, telephones, and other office equipment.

Compensation

To Apply

We invite qualified candidates to apply online via our electronic application which requires submission of a cover letter, resumé and three professional references.

If you need assistance with the online application process, please email humanresources@hood.edu or call (301) 696-3592.

Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, gender identity or gender expression, marital status, pregnancy, disability, religion, or age in recruitment, admission and access to, or treatment, or employment in its programs, services, benefits, or activities as required by applicable laws including Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and complies with the law regarding reasonable accommodation for disabled applicants and students. Inquiries about discrimination or reasonable accommodation should be referred to the Coordinator for Title IX, Alumnae Hall, 401 Rosemont Avenue, Frederick, MD 21701 (AD 308), (301) 696-3123. For complete information on Hood College's nondiscrimination policy, please visit <http://www.hood.edu/non-discrimination/>.

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