

Hood College
Department of Human Resources
Job Description

Job Title:
Department:
Reports To:
FLSA Status:
Prepared By:
Prepared Date:
Approved By:
Approved Date:

Summary

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

Supervisory Responsibilities Carries out supervisory responsibilities as they may occur in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, addressing complaints and resolving problems.

COMPETENCIES To perform this job successfully, an individual should demonstrates the following competencies:

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Technology Skills

Language Skills**Mathematical Skills****Reasoning Ability****Technology/Computer Skills****Certificates, Licenses, Registrations****Other Skills and Abilities****OTHER QUALIFICATIONS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY:

Qualified candidates may apply by submitting a resume and cover letter with three professional references to _____, Hood College, 401 Rosemont Avenue, Frederick, MD 21701. E-mail ____@hood.edu or fax 301.696.____. Hood College is committed to diversity and subscribes to a policy of hiring only individuals legally eligible to work in the United States. Members of protected groups are encouraged to apply. EOE.