

ADMINISTRATIVE POSITION INTAKE FORM: NEW OR UPDATED POSITION DESCRIPTION

Position Purpose:

Please provide a summary of the position in a few sentences (no more than a paragraph). The summary should provide a high level view of why the position exists and how it contributes to the mission of the College as well as to the departmental strategy. This information should convey both the opportunities of the position as well as the expectations (what is unique, what aspects provide autonomy and freedom to make decisions or try new approaches, etc.).

Position Duties:

Please provide a bulleted list of general duties and responsibilities that are part of the position but not essential to the job (see next section). The position duties should be in alignment with the [core values](#) and [mission](#) of Babson College. For examples, please refer to Appendix A.

Financial Responsibility:

Please describe the budget/financial responsibility of this position including the size of the budget the position is responsible for and whether the position is a decision-maker and able to sign off on expenses.

Primary Contacts:

Please list the internal contacts (e.g., within the department or in other College departments)

Please list the external contacts (vendors, consultants, agencies, etc.)

Education Requirements:

Please list the minimum education required to perform the outlined job responsibilities (not desired level of education)

Experience Requirements:

Please list the minimum years of experience required to perform the outlined job responsibilities.

Position Knowledge/Skills and Abilities Requirements:

Please provide a bulleted list of the skills and abilities required for this position (see Appendix A for examples).

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Working Conditions:

This section should list all physical, environmental, and other conditions that are specific to this job, such as extended sitting or standing, extended computer work, lifting heavy objects, travel, and equipment use. Please check the appropriate boxes as follows: occasionally, for up to 33 percent of a day; frequently, for 34 percent to 66 percent of a day; and continually, for 67 percent to 100 percent of a day. This information helps outline the essential functions of the position.

<u>Physical Effort</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continually</u>
Sitting			
Standing			
Walking			
Repetitive use of Hands/arms (including computer use)			
Repetitive Use of legs			
Lifting/Carrying			
10 lbs. or less			
11 to 25 lbs.			
26 to 50 lbs.			
Other			

<u>Environmental Factors</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continually</u>
Inside work			
Outside work (hot/cold)			

Additional Experience, Skills, and Abilities:

This section should include any additional skills desired, but not required.