

# POSITION CONTENT DOCUMENT

## COLLEGE OF THE HOLY CROSS

Position Title:	Department:	
Name of incumbent:	Number of years in position:	Date Prepared:
Supervisor's Title:	Supervisor's Name:	
Approved by:		
<i>Incumbent</i>	<i>Supervisor</i>	<i>Vice President</i>

### 1. POSITION SUMMARY

Briefly state in one or two sentences the primary purpose or role of your position and how it contributes to the accomplishment of department or College objectives. In general, this should include areas of responsibility under this position.

### 2. WORKING RELATIONSHIPS

List the titles of individuals, departments and organizations with which you have the most frequent contact. This should include contacts both inside and outside the College, including involvement with committees. Briefly describe the nature or purpose of those contacts.

#### MOST FREQUENT CONTACTS

#### NATURE OR PURPOSE OF CONTACT

Within the College

Outside the College

### 3. MAJOR RESPONSIBILITY AREAS

In the spaces below, list a series of brief statements which describe what you do and how you do it (Major Responsibility Areas), how much time you devote to it (Percent of Total Job), examples of specific actions you take in carrying out those responsibilities (Supporting Actions and Examples) and after you have done this, please rank these major responsibility areas from most (1) to least important in the left margin.

Importance	Major Responsibility Area	% of Total Job	Supporting Actions and Examples

## 4. PROBLEMS AND CHALLENGES

Describe and give examples of the most difficult types of problems or the major challenges you face on an ongoing basis in performing your job.

## 5. DECISION MAKING

Describe the kinds of decisions you make independently and the recommendations which you make to others (i.e., your supervisor or others). Note where objectives, policies, precedents or procedures are not available to guide your actions.

Decisions Made Independently

Recommendations Made

## 6. BACKGROUND INFORMATION

What are the preferred qualifications required (i.e., education, experience, skills, etc.) for someone to succeed in this position?

## 7. OTHER INFORMATION

Please add any other information you think would be helpful to someone trying to understand the nature, scope or purpose of your position; include additional examples when appropriate.

## 8. ORGANIZATIONAL RELATIONSHIPS

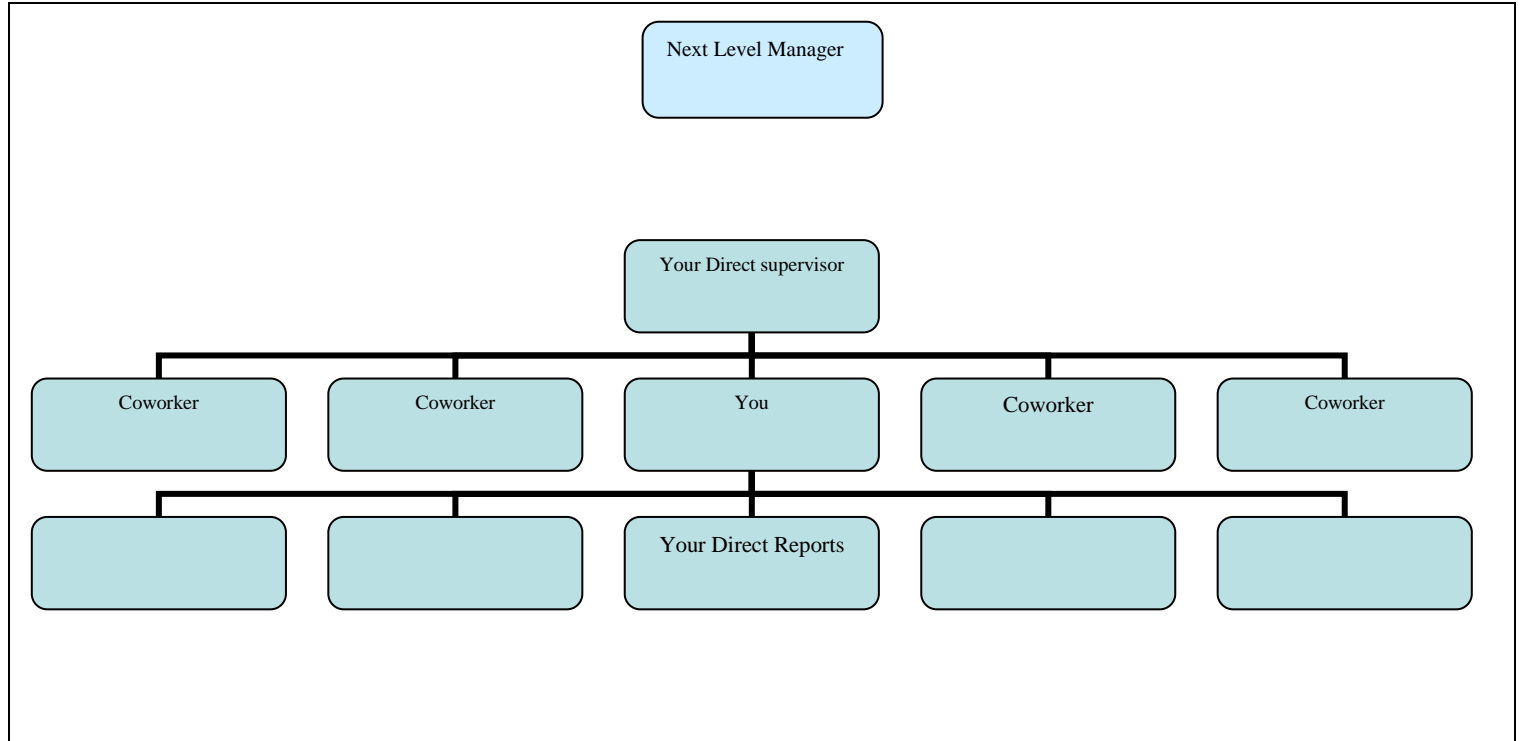
Please list the title of your immediate supervisor/manager, other positions reporting to your supervisor/manager and the positions reporting to you. List major areas of responsibility for individuals under your direction.

Next Level Manager

Your Immediate Manager

Other Positions Reporting to Your Manager (not necessarily at the same job level)

Positions Reporting To You (indicate in the box the no. of employees under each subordinate)



Major Areas of Responsibility of Positions Reporting To You

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## 9. QUANTITATIVE DATA

(a) Total Employees Supervised \_\_\_\_\_ Exempt (salaried) \_\_\_\_\_ Non-exempt (hourly) \_\_\_\_\_ Part-time Students \_\_\_\_\_

(b) **(Complete only if applicable)** Annual Operating Budget (including payroll, one-time supplements or temporary expenditures such as capital equipment): \$ \_\_\_\_\_

Comments/Nature of Budgetary responsibility:

(c) Other Relevant Quantitative Dimensions:

\_\_\_\_\_

\_\_\_\_\_