



RHODE ISLAND SCHOOL OF DESIGN JOB DESCRIPTION

(Rhode Island School of Design's (RISD) job description defines the purpose of the job and justifies the reason for having it. The description is a statement of the nature and level of work an incumbent in the role will perform. It records the basic purpose, level of authority, scope of action, representative duties, skills, knowledge, and requirements required of the role). However, RISD's job descriptions do not reflect how well a person works or the performances.)

SECTION 1: JOB IDENTIFICATION

Title:

Department:

Reports To:

FLSA Status*:

Salary Grade*:

Prepared by:

Date:

** For HR use only*

SECTION 2: JOB SUMMARY (OVERVIEW)

In two to four sentences, the section summarizes the overall purpose of the job and explains the reason why the job exists. It describes the job's contribution to the college and the primary objectives that are accomplished because the job exists. The summary includes the type of supervision given and the general authority to exercise leadership.

SECTION 3: ESSENTIAL FUNCTIONS/DUTIES:

This section is meant to be a list of the major duties and responsibilities performed by the job incumbent. It is not meant to be an all-exhaustive laundry list of activities, but rather a clear grouping of related activities into a brief statement that defines a distinct contribution or end result. Normally, the essential functions will be limited to four to eight major areas of responsibility that account for 90 % of all job duties. The essential functions should be written in a manner that not only creates a clear picture of the specific function to be done, but also presents why (the reason) it is being done. All essential functions should include the percentage of time spent annually on duty. Consider subdividing any essential duty accounting for greater than 40% of the job. Also consider eliminating or moving to the Additional Functions Section any duty that accounts for 5-10% or less of the job. Consider:

**What are the responsibilities?
done?*

**Why is the activity performed?*

**How are the responsibilities*

**What is the measure of success?*

**What direction of others is involved?*

**Percentage of time?*

Essential Function #1:

Essential Function #2:

Essential Function #3:

Essential Function #4:

Essential Function #5:

Essential Function #6:

Essential Function #7:

Essential Function #8:

SECTION 4: ADDITIONAL FUNCTIONS:

This section is meant to be a list of the other duties and responsibilities required to be performed by the incumbent. Although the additional responsibilities are important, they typically represent items that are performed less than 5-10% of the time.

Additional Function #1:

Additional Function #2:

SECTION 5: JOB QUALIFICATIONS/SPECIFICATIONS

This section defines the specific knowledge, skills, experience and education required to perform the job. It should list the background or hiring requirements necessary for a job incumbent to do an acceptable job. This section also describes the demands, environmental conditions and equipment required of the role.

Knowledge/ Skills/ Experience:

This section describes the formal education and/or equivalent experience minimally required to perform the job. (I.e. Bachelors degree and 3-5 years of experience...).

Mental Demands:

This section defines the cerebral/intellectual requirements of the job. (I.e. Must be able to read and comprehend various documents and written materials, must have the ability to work using reasoning and problem-solving skills...).

Physical Demands:

This section describes the physical nature of the job. (I.e. attendance, standing, sitting, walking, squatting, carrying, lifting, climbing, twisting, reaching, pulling, pushing, cleaning, typing, writing, hearing, seeing, speaking...).

Supervision & Scheduling Demands:

This section defines the supervision received and/or given. (I.e. receives limited supervision; gives moderate supervision to work study students only).

Environmental Conditions:

This section describes the physical surroundings and working conditions. (I.e. this job involves all of the following in varying degrees, but is not limited to only these environmental conditions: dirt, dust, fumes, odors, noise, and heat/cold.)

Equipment:

This section lists the instruments, devices and/or materials used to carry out the work. (i.e. computer, general office equipment, drill press, hand tools...)

ESSENTIAL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

THIS JOB DESCRIPTION IN NO WAY STATES OR IMPLIES THAT THESE ARE THE ONLY DUTIES TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THE POSITION. EMPLOYEES WILL BE REQUIRED TO PERFORM OTHER JOB-RELATED DUTIES REQUIRED BY THEIR SUPERVISOR.