

Position Title

Position Overview:

Description of the position.

Education and Experience:

(EXAMPLE) Associates degree or equivalent and three years of relevant experience. Admissions, Advancement, Event Planning and/or Customer Service experience in a higher learning institution and Bachelor's degree is highly desirable.

Essential Functions and Responsibilities: Individuals must possess knowledge, skills and abilities to successfully perform the essential function of the position, or be able to explain or demonstrate how the essential functions may be performed, with or without, reasonable accommodations, using some other combination of skills and abilities.

- List any and all relevant job duties/responsibilities.
- Other duties as assigned.

Required Knowledge, Skills and Abilities: Individuals must possess knowledge, skills and abilities to successfully perform the essential function of the position, or be able to explain or demonstrate how the essential functions may be performed, with or without, reasonable accommodations, using some other combination of skills and abilities.

Standard Knowledge, skills and abilities listed below (please expand to incorporate job specific items)

- Strong attention to detail.
- Proficient computer, online system, and web skills.
- Strong work ethic and team-based approach to working in a high-volume environment.
- Superior writing skills.
- Positive, welcoming personality with demonstrated customer service experience.
- Ability to maintain the highest level of confidentiality.
- Ability to work comfortably, respectfully, and competently with people of diverse backgrounds.
- Ability to handle multiple responsibilities simultaneously.
- Available for occasional work on evenings and weekends, as event schedules may require.

September 2025

Office of Human Resources

535 Watson Drive | Claremont, CA 91711 | (909) 607-7855 | kgi.edu



KECK GRADUATE INSTITUTE

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Physical and Mental Requirements

Ability to maintain good concentration level while dealing with interruptions; attention to details with emphasis on accuracy; capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans. Sitting in a normal seated position for extended periods of time. Standing for extended periods of time. Reaching and extending hand(s) or arm(s) in any direction. Finger dexterity required to manipulate objects with fingers rather than the whole hand(s), or arm(s), for example, using a keyboard. Communication skills using the spoken word. Ability to see within normal parameters. Ability to hear within normal parameters. Ability to bend and stoop, for example, to file. Ability to move about. Ability to lift and carry short distances up to 20 lbs., for example to lift or move office supplies, files, books and packages.

Ability to travel locally as needed to meet business requirements, which may include driving or other modes of transportation. Occasionally, will be required to stand for prolonged periods of time at activities/events on and off-campus.

Reporting

This position reports to (NAME)

Supervisory Responsibility

☐ No ☐ Yes – Define: If yes, please provide DETAILS

Other

Hours & Classification: This is a regular, full-time, non-exempt position. Normal working hours are 8:00 am to 5:00 pm, Monday through Friday. Hours will vary to meet the needs of the department or Institute. Attendance required at some evening and/or weekend events.

Regular employment at the Institute is for no specified period of time; conditions and status of employment (hours, pay, title, duties, etc.) are subject to change at any time. Employees, and likewise the Institute, are free to end the employment relationship at any time, for any reason, with or without notice or cause, unless otherwise prohibited by law.

This job description defines the essential or fundamental job duties of the employment position. It is assumed that the employee hired for this position can perform the essential functions of the position without imposing risk of substantial harm to the health and safety of the employee or others.

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Position Description Acknowledgement

I, _____, have received a copy of this description for the position of **Title** at Keck Graduate Institute that I am being offered effective _____.

I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of the department or Institute without it being specifically included in the job description. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my supervisor or a member of Human Resources.

I further understand that future performance evaluations and salary increases are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my supervisor.

I have discussed any questions I may have about this job description prior to signing this form.

Employee Signature

Date

Supervisor Signature

Date

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