Wellesley College Core Competencies

We have identified nine factors or competencies that are important to successful performance at Wellesley:

Service to Others (Individuals/Groups). The ability to identify, understand, build relationships with, and respond to the needs and expectations of internal and external constituents in an appropriate manner; reflect the goals and values of the College; demonstrate fiscal responsibility; and focus on the quality and timeliness of constituent programs and services.

Expertise (Knowledge, Skill, Educational and Experience Requirements). The ability to draw upon and utilize specific knowledge, skills and experiences that are needed to perform various Wellesley College roles. Functional knowledge includes both the specialized knowledge pertaining to a specific profession or specialty and knowledge pertaining to general College operations. The ability to utilize technology in response to the changing environment is also part of this factor.

Leadership. The influence an employee has on how work gets done, describes how an employee is responsible for his/her own work and the work of others in achieving common goals.

Accountability/Responsibility. The degree to which one is responsible for one's own work, the work of others, and/or delivering services to the Wellesley College community; the impact of a position's end results on the work unit, function or College as a whole and those it serves; the degree of autonomy in decision- making required for success; the level of review generally given to work processes and results; and the scope of the work unit(s) or organization involved.

Collaboration. The ability to produce successful outcomes by working cooperatively with others; sharing relevant information and soliciting input and assistance from others; integrating input and seeking consensus to reach goals; as well as the understanding of team process and problem solving techniques.

Communication. The ability to effectively interact and exchange information with other members of our community and external constituencies; to develop factual and logical presentations of one's ideas and opinions using written and verbal skills; to demonstrate effective listening skills by shaping and adapting one's own responses to address the issues and styles of others; and to demonstrate courtesy and respect and handle confidential information appropriately.

Problem Solving and Innovation. The ability to identify, define, critically analyze and resolve work problems through research and testing alternative ideas and approaches; thinking outside traditional parameters, using innovative and creative ideas and actions to improve work processes and service to constituents; and seldom settling for a process or service that is "good enough" but adding value and taking measured risks to enhance the College's mission.

Development of Self and Others. The practice of providing a strong sense of purpose and mission for the professional development of oneself and others; developing a structure and work processes that promote successful outcomes; serving as an example to others by setting expectations for work, and helping each other think through alternatives; managing one's own development and mentoring/coaching others; and seeking appropriate opportunities to expand work-related knowledge, skills and experiences.

Diversity, equity and inclusion. Understanding our commitment to diversity and engaging in respectful interaction with all members of the community and its constituents; actively supporting diversity initiatives and awareness; holding others accountable for creating and promoting a diverse work environment; promoting a diverse work environment through education, training and professional development opportunities; and actively seeking ways to recruit, hire, retain and manage a diverse workforce.