



Department of Human  
Resource Services

To the Dickinson College Community,

Dickinson is conducting an administrative and staff salary study to ensure the college is competitive with its peers and provides an equitable pay structure across all divisions.

It is important to note that no salary will be reduced as a result of this study. Sibson Consulting, a national human resources firm, will work with us to develop both short-term and long-term strategies that will help guide hiring, promotion and internal transfers.

This process will be conducted at the same time as our college-wide benefits review. Once both assessments are completed, the senior leadership team will develop a holistic compensation plan.

The initial phase of the project will include a job analysis for all administrative and staff positions. A position description questionnaire (PDQ), which will now serve as the job description, must be completed for all administrative and staff roles. Administrators and staff are therefore strongly encouraged to attend one of the upcoming training sessions on PDQs:

Tuesday, March 17, 2015, in the Stern Center, room 102

Session I	9 – 10:30 a.m.
Session II	11 a.m. – 12:30 p.m.
Session III	3 – 4:30 p.m.

Wednesday, March 18, 2015, in the Stern Center Great Room

Session I	9 – 10:30 a.m.
Session II	11 a.m. – 12:30 p.m.
Session III	1 – 2:30 p.m.
Session IV	3 – 4:30 p.m.

Registration is requested in CLIQ via the [Gateway](#).

We will continue to update you throughout the engagement. If you have questions, please contact me at [riccios@dickinson.edu](mailto:riccios@dickinson.edu).

Sincerely,

Steve Riccio  
Associate Vice President  
Human Resource Services