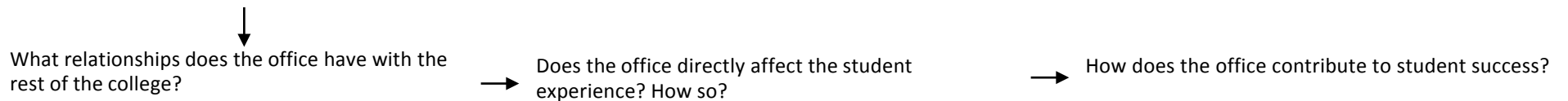


Office:
Date:

Use this document to draft a clear and succinct mission statement. A mission statement is a general statement that briefly outlines the overall purpose of a unit at the college. Mission statements change only in the event of fundamental changes to the role or purpose of the administrative unit.

Describe the main functions of the office. What does the office do?

→ Who does the office do this for (e.g. students, faculty, staff, directors, administrators, community, etc.)



Based on the above, craft a clear and succinct mission statement. What is the office's core purpose/overall focus at the college? Begin with, "The mission of...is to...by...". → List the possible ways in which this mission would be fulfilled. Start with, "The mission would be fulfilled if...".