



STOCKTON UNIVERSITY

Job Description Template

Date: _____

Job Position (Title): _____

Department: _____

Division: _____

Local Job Title: _____

State Job Title: _____

Position #: _____ Full-Time Part-Time

Reports To: _____ Salary (Annual): \$ _____

Managers (Non-Union): Union: AFT CWA IFPTE NJLESA NJSOLEA PBA

Job Location: *Locations may vary, please check all that apply*

- | | | |
|---|--|--|
| <input type="checkbox"/> AC - Carnegie | <input type="checkbox"/> Galloway - Main Campus | <input type="checkbox"/> Manahawkin Instructional Sites |
| <input type="checkbox"/> AC - Gateway | <input type="checkbox"/> Galloway - SRI & ETTC (Pkwy. Bldg.) | <input type="checkbox"/> Port Republic - Coastal Research Center |
| <input type="checkbox"/> AC - Noyes Arts Garage | <input type="checkbox"/> Hammonton - Kramer Hall | <input type="checkbox"/> Woodbine - Azeez |
| <input type="checkbox"/> AC - Rothenberg Building | | |

Brief Job Overview / Summary: (Please list detailed job duties on 2nd page)

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability as well as educational background required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required Qualifications:

- _____
- _____
- _____
- _____
- _____
- _____

Preferred Qualifications:

- _____
- _____
- _____
- _____

Essential Duties and Responsibilities: Please complete a percentage of time spent performing each duty, as well as the frequency associated with it.

	Description of Essential Duties/Responsibilities	Frequency: Daily, Weekly, Monthly, Quarterly, Yearly	% of Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.	Other Duties as Assigned		
Total percentage of Time			

Does this position supervise other employees?

No Yes (How many employees?) _____

Does this job require work at night and/or weekends?

No Yes (Please specify) _____

Are there any physical demands associated with this job?

No Yes (Please list below)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.