



Job Description Template (MER)

Date: _____

Job Position (Title): _____

Department: _____

Division: _____

Local Job Title: _____

State Job Title: _____

Reports To: _____

Position #: _____ Salary (Annual): \$ _____

Job Location:

***Main Campus – Galloway**

** 101 Vera King Farris Drive*

Galloway, New Jersey

****Multiple Locations**

***Locations will vary, check all that apply*

AC-Carnegie

AC-Gateway

AC-Noyes Arts Garage

AC-Rothenberg Building

Egg Harbor Township-Stockton ARTP

Galloway-SRI & ETTC

Hammonton-Kramer Hall

Manahawkin Instructional Sites

Port Republic-Coastal Research Center

Port Republic – Marine Field Station

Woodbine-Azeez

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

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	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	Other Duties as Assigned

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.