



DATE  
TITLE/RANK  
DEPARTMENT  
DESCRIPTION

QUALIFICATIONS

SALARY RANGE

STARTING DATE

SEND LETTER      MONTCLAIR STATE UNIVERSITY  
AND RESUME TO    Box C316-V  
(INCLUDE V NUMBER)    Montclair, NJ 07043

APPLY BY

**Organizational Marketing Statement:**

With a proud history and a vibrant future, Montclair State University is one of New Jersey's most diverse and dynamic institutions of higher education.

Located 14 miles west of New York City on a 246-acre campus which boasts modern, state-of-the-art facilities complemented by green spaces, public plazas, and early twentieth-century architecture, the University offers a comprehensive undergraduate curriculum with a global focus; a broad variety of superior graduate programs through the doctoral level; and a talented and diverse faculty and student body.

The University's six colleges and schools offer more than 300 undergraduate and graduate majors, minors, concentrations, and certificate programs, and with more than 120 student organizations and 17 varsity sports for men and women, Montclair State offers students the total college experience.

**EEO/AA Statement:**

Montclair State University is an Equal Opportunity/ Affirmative Action institution with a strong commitment to diversity. Additional information can be found on the MSU website at [www.montclair.edu](http://www.montclair.edu).

**FOR INTERNAL USE  
VALIDATION OF POSITION**

After all signatures are obtained, the position Announcement should be sent to Human Resources for assignment of a V number and for on-campus posting and publication in INSIGHT. See Affirmative Action Recruitment Guidelines for external advertising requirements. **DO NOT ARRANGE EXTERNAL ADVERTISING UNTIL APPROVAL IS RECEIVED, WHICH IS INDICATED BY RETURN TO YOU OF POSITION ANNOUNCEMENT WITH V NUMBER AND ADDITIONS/CORRECTIONS.**

---

**FACULTY/ADMINISTRATIVE/PROFESSIONAL**

Position Announcement reviewed and approved by DEAN/ADMINISTRATIVE UNIT DIRECTOR.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Authorization granted by PRESIDENT, PROVOST or appropriate VICE PRESIDENT to fill full-time position or regular faculty position. If granted on a tentative basis, the Position Announcement must indicate the tentative nature of the vacancy announcement

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

**ADJUNCT**

Position Announcement reviewed and approved by DEPARTMENT CHAIR.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Authorization granted by DEAN to fill position. If granted on a tentative basis, the Position Announcement must indicate the tentative nature of the vacancy announcement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

**GRADUATE ASSISTANT**

Position Announcement reviewed and approved by DEPARTMENT CHAIR AND DEAN OF SCHOOL.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Authorization granted by DIRECTOR OF GRADUATE STUDIES to fill position. If granted on a tentative basis, the Position Announcement must indicate the tentative nature of the vacancy announcement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

**FOR ALL POSITIONS**

Position Announcement reviewed and approved by the Director, Equal Opportunity, Affirmative Action and Diversity prior to authorization for internal and external advertising, to assure that the Position Announcement meets Montclair State University's Affirmative Action Recruitment Guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Position Announcement REVIEWED FOR RELEASE BY VICE PRESIDENT FOR HUMAN RESOURCES.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date