

**MONTCLAIR STATE UNIVERSITY  
JOB DESCRIPTION**

**TITLE:**

**NAME:**

**DATE:**

**DIVISION:**

**DEPARTMENT:**

**REPORTS TO (TITLE):**

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**STATEMENT OF PURPOSE:**

**MAJOR DUTIES AND RESPONSIBILITIES:** (continue on next page if necessary)

**MAJOR DUTIES AND RESPONSIBILITIES: (continued)**

- Performs other duties as assigned.

The above statements reflect the general details considered necessary to describe the principle functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

**QUALIFICATIONS:**

**APPROVALS:**

Management retains the right to add or change job duties at any time.

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Human Resources

\_\_\_\_\_  
Date