



POSITION ANNOUNCEMENT

DATE
TITLE/RANK
DEPARTMENT
DESCRIPTION

QUALIFICATIONS

SALARY RANGE

STARTING DATE

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

APPLY BY

Montclair State University is New Jersey's second largest and fastest growing university offering a rich array of programs to approximately 16,000 undergraduate and post-baccalaureate students. Montclair State offers the advantages of a large university – a comprehensive undergraduate curriculum with a global focus, a broad variety of superior graduate programs through the doctoral level, and a diverse faculty and student body – combined with a small college's attention to students.

Characterized by a distinguished cadre of teacher-scholars, and a deep commitment to the values of multicultural diversity, Montclair State University is located 14 miles west of New York City on a beautiful 200-acre suburban campus. Additional information can be found on the MSU website at www.montclair.edu.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION

**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