

Standard Job Description Template

Standard Job Description

Job Title:

Department:

Division/Section:

Operating Unit:

Facility:

Reports To:

Mission Statement:

Summary (Basic purpose of the job)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. *(List Essential Duty Responsibility Statements.) Core Competency is the demonstrated ability to carry out the primary responsibilities of the job which should be reflected in the essential duties section of the job description.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS include the following.

- 1.
- 2.
- 3.
- 4.

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CORPORATE COMPLIANCE RESPONSIBILITIES

(Make Appropriate Selections from the Following and List as Part of the Essential Duties and Responsibilities.)

- Understands and adheres to legacy UMDNJ compliance standards as they appear in the Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy. **(To be included in all job descriptions.)**
- Keeps abreast of all federal, state and Rutgers University regulations, laws and policies as they presently exist and as they change or are modified. **(To be included in all professional, supervisory and managerial job descriptions.)**
- Ensures that the staff are trained and evaluated on their knowledge of and adherence to compliance policies and procedures specific to their jobs. **(To be included in all supervisory and managerial job descriptions.)**

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Credential Required:
- Primary Source Verification:

Specify **Significant Physical Demands and Work Environment Conditions in the Job Requirements Section.** **Keep copies of the ADA Physical Demands and Work Environment Documentation Check Off Lists in your files.**

PHYSICAL DEMANDS:

WORK ENVIRONMENT:

EMPLOYEE ACKNOWLEDGEMENT

I, _____, Acknowledge Review of This Job Description.
(Employee's Name - PRINT Name)

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____

For Internal Use Only

Approved By:

Approved Date: