

Education and/or Experience

UMDNJ's job description format includes a section that describes the minimum qualifications required to perform the job satisfactorily. Most experts recommend that you select the level of education and experience that will most closely match the minimum requirements of the job. Unless a degree is a definite job requirement, we suggest that you include the language that states that some level of equivalent experience is satisfactory.

Edit the language in this section on your job description to include more specific education and/or experience that is required, such as:

- A particular type of degree, such as a B.S. in Nursing or required major field of study or courses.
- A specific vocational educational or apprenticeship program.
- A formal on-the-job training or employer-provided classroom training, such as a university-sponsored infectious disease training program.
- Previous experience and/or length of time in a specific area, such as previous experience in health care, research or related work with a specific time, such as two years of prior experience.

Select the minimum level of education needed to successfully accomplish the essential duties of this job. Please be specific in defining a degree if required for your position.

- No prior experience or training.
- Less than high school education.
- High school diploma or general education degree (GED); or equivalent combination of education and experience.
- One year certificate from college or technical school; or equivalent combination of education and experience.
- Associate's degree or equivalent from two-year college or technical school; or equivalent combination of education and experience.
- Bachelor's degree; or equivalent combination of education and experience.
- Fifth year college or university program certificate; or equivalent combination of education and experience.
- Master's degree or equivalent; or equivalent combination of education and experience.
- Doctoral degree (Ph. D., M.D., Ed.D.) or equivalent; or equivalent combination of education and experience business functions.