

**University of Medicine and Dentistry of New Jersey**  
**Job Description**

**Division:**

**Department:**

**Reports To:**

**Job Title:** Refer to UMDNJ position title listing and select the title that most closely represents the essential job duties.

**Summary:** Briefly, state the overall job responsibilities in fifty (50) words or less. Refer to the Generic or Frequently Used Job Description Libraries for suggested language. Differentiate this job from others in the department. Focus on the central purpose of the job using action verbs such as researches, coordinates and plans.

**Essential Duties:** List the top eight (8) to ten (10) critical duties in order of importance and frequency that must be performed by the incumbent. When considering these critical duties, focus on what must be accomplished within the department. Duties performed less frequently should be included towards the end of the list.

**Minimum Qualifications:** Consider the specific knowledge, skills and abilities required to perform the essential duties successfully. Relate each required qualification such as education and/or experience, computer application skills and communication skills, to the job and not the previous incumbent.

**Physical Demands:** Define physical demands that are job related and consistent with business necessity. Be certain that *lifting weights, physical activities and/or strength, mobility and agility* are required to perform the job effectively.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_