**Rutgers University**

**Standard Job Description**

**for Central Administration (Banner) Positions**

**Job Title:**

**Department:**

**Division/Section:**

**School/Operating Unit:**

**Facility:**

**Reports To:**

**Approved By:**

**Approved Date:**

**Approval Date:**

**SUMMARY: *(Basic purpose of the job)***

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.Other duties may be assigned. ***(List Essential Duty Responsibility Statements.)***

*1.*

*2.*

*3.*

*4.*

*5.*

*6.*

*7.* Understands and adheres to Rutgers’ compliance standards as they appear in RBHS’s Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.

*8.* Performs other related duties as assigned.

**CORPORATE COMPLIANCE RESPONSIBILITIES**

***(Make the appropriate selection(s) from the following and list as part of the Essential Duties and Responsibilities.)***

1. Keeps abreast of all pertinent federal, state and Rutgers’ 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.)**

2. 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.)**

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| --- |
| **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.  **EDUCATION AND/OR EXPERIENCE:**     * 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:** Standing, sitting, walking, talking or hearing. No special vision requirements.  **WORK ENVIRONMENT:** Office environment. Moderate Noise. |

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge review of this Job Description.

(Employee’s Name - PRINT Name)

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Employee’s Signature