BERGEN COMMUNITY COLLEGE JOB REQUISITION FORM

Department of Human Resources

Job Classification Title/ Functional Title	Bargaining Unit (if applicable)	Division	Department
Salary	Schedule (Hours of Work)	Location (Room/Building)	Supervisor

Type of Position	Position eligible for the following	Budgeted	Replacement for:
☐ Full-Time	☐ Shift Differential ☐ Overtime	☐ Yes ☐ No	_____ Term date _____ ☐ New Position

Budget Code _____

Approval

POSITION OVERVIEW (Attach job description if available)

I. **POSITION PURPOSE:** Briefly state the primary purpose of this position.

II. **POSITION DESCRIPTION:** Briefly state the primary duties and responsibilities of this position.

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III. **SPECIAL SKILLS:**
List the specialized clerical, administrative, technical, or managerial skills needed to perform this position.

IV. **PHYSICAL REQUIREMENTS:** List the minimum physical requirements or manual labor skills for this position i.e. lifting, etc.

V. **ADDITIONAL SKILLS/PROFESSIONAL CHARACTERISTICS:** List any education, formal training, knowledge, skills, abilities, and other characteristics which are desired for this position.

Do current or previous incumbents possess these qualifications and skills? If no, please describe the reason for these requirements when hiring for this position.

APPROVALS	FOR HUMAN RESOURCES USE ONLY
_____ Dean/Director/Department Head Date	Posting date _____ External Advertising date _____
_____ Executive Council Member Date	Job Code _____ Acceptance date _____ Start date _____
_____ Executive Director, Human Resources Date	New employee _____ Advertising Source _____

Rev. 1/13