**ROCS Classification & Recruitment Form**

Please use this form as a template to enter information into ROCs

JOB DESCRIPTION AND REQUIREMENTS

1. Recruitment/Posting Title

### Provide a proposed title that represents the job.

**Rank for TT & NTT Faculty:**

**Job Class Code: (if known)**

Salary:

### Choose one option (double click in box then select “checked” in the menu)

**[ ]** Open

**[ ]** Commensurate w/ Experience

**[ ]** Salary per Credit

1. Posting Summary

### Provide a brief summary that expresses the primary role or reason the job exists.

1. **Qualifications:**

**Minimum Education and Experience:** The minimum education required to perform the above key duties of this position and the minimum years of applicable and relevant work experience that would be necessary to effectively perform in the position.

**Required Knowledge, Skills, and Abilities:** Specific knowledge, skills, abilities, and special licenses needed to effectively perform in the position (software, professional certifications, drivers’ license, languages, etc.

 *If this position requires advanced knowledge in a particular field or an advanced degree in a specific field of study in order to perform the functions, please describe in detail the requirements and why it is required.*

*Equipment Utilized:* *Provide specialized material, equipment, software that the incumbent must be familiar with or will be required to operate or use.*

*Physical Demands and Work Environment:* *Describe the physical demands and work environment, if any, that are representative of those that must be met by an employee to successfully perform the key functions of this position.*

*Overview:*

*Statement:*

1. **Posting Details:**

**Have you requested a waiver of positing?** Written confirmation of a waiver request approval must be uploaded in the hiring proposal.

***Posting Open Date:***

***Posting Close Date:***

***Open Until Filled?***

**[ ]**

***Special Instructions to Applicant:***

***Campus:***

*Rutgers University-New Brunswick*

***Home Location Campus:***

*Downtown New Brunswick*

***Post to HERC?***

**[ ]**

***Job Category*** *(Please select)*

**[x]  Academic/Faculty**

***Will this posting require Reference Letters? If yes, how many?***

***If you would like to add any Supplemental Questions to ask the applicants, please list them below:***

|  |  |  |
| --- | --- | --- |
| *Applicant Documents* | *Optional* | *Required* |
| Resume/CV | [ ]  | [ ]  |
| Cover Letter/Letter of Application | [ ]  | [ ]  |
| Teaching Philosophy | [ ]  | [ ]  |
| Curriculum Vitae | [ ]  | [ ]  |
| List of References | [ ]  | [ ]  |
| Writing Sample | [ ]  | [ ]  |
| Other Document: | [ ]  | [ ]  |
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***Please list the names of those who will be on the Search Committee and have access to view all applications:***