**Rutgers Biomedical and Health Sciences (RBHS)**

**Standard Job Description**

**Job Title:**

**Department:**

**Division/Section:**

**School/Operating Unit:**

**Facility:**

**Reports To:**

**Approved By:**

**Approval Date:**

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

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

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:**    *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:**  **WORK ENVIRONMENT;** |

**EMPLOYEE ACKNOWLEDGEMENT**

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

(Employee’s Name - PRINT Name)

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Employee’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature