

**Westfield State University  
POSITION DESCRIPTION, FORM 30**

**Campus Title:  
State Job Title:**

<b>Name:</b>		<b>Review Date:</b>	
<b>Position Number:</b>		<b>Job Code:</b>	
<b>Department:</b>		<b>Bargaining Unit:</b>	Choose an item.
<b>Job Type:</b>	Choose an item.	<b>FLSA Status:</b>	
<b>Funding Code:</b>	Choose an item.	<b>If Other Trust Fund/Grant:</b>	
<b>Timeframe:</b>	Choose an item.	<b>If Other Timeframe:</b>	

**Supervision Received:**  
**Direct Reporting Staff:**  
**Their Staff:**

**General Statement of Duties:**

**Duties and Responsibilities:**

***Essential:***

*Duties include but not limited to:*

***Non-Essential:***

**Qualifications Required at Hire:**

**Qualifications Acquired on Job:**

**Minimum Entrance Requirements:**

**License and/or Certification Requirements:**

**Remarks:**

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SIGNATURE OF APPOINTING AUTHORITY: \_\_\_\_\_

TITLE: Human Resources Officer

PREPARED BY: \_\_\_\_\_

INITIALS OF INCUMBENT: \_\_\_\_\_ DATE: \_\_\_\_\_

INITIALS OF SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

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