

**Westfield State University
ADMINISTRATIVE JOB DESCRIPTION**

**Campus Title:
State Job Title:**

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

Supervision Received:

Supervision Exercised:

General Statement of Duties:

Duties and Responsibilities:

Duties include but are not limited to:

Essential:

1.

Non-Essential:

Qualifications:

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