



VACANCY ANNOUNCEMENT

Program Assistant, Administrative Services

Job Number: 500261
Category: Professional
Department: Civil and Environmental Engineering
Close Date: 2/4/25 (11:55pm)
Location: Glassboro, NJ

Description of Position:

This position will service the Engineering Departments and will be cross-trained to assist with any Engineering Department as well as assist the Dean's Office. The Henry M. Rowan College of Engineering is actively engaged in outreach activities leading to partnerships with organizations and corporations. The major role of this position is to provide support to the students and faculty in Engineering primarily to enable them to be successful and productive to achieve each departments mission.

Duties & Responsibilities:

- Manage operating, grant, revenue and other accounts and coordinates all relevant fiscal activities for Engineering
- Responsible for budget analysis, reports and continued monitoring, management and processing of all invoices and expenditures
- Process IRT orders in the IRT Service Portal for Engineering and track to completion.
- Assists Department Heads in maintaining department IRT Asset List.
- Process Non-PO's for Engineering primarily including annual membership payments, virtual and in-person conference fees, and other reimbursements and track until completion
- Coordinates purchasing operations for Engineering departments primarily, their faculty and faculty grants including but not limited to writing and completing Sole Source and Contract justifications, completing new vendor forms, entering requisitions, and ensuring invoices are paid in full.
- Coordinate select activities with Budget and OSP for budget transfers, DCA's, special program budget setup, etc.
- Collegially interact with faculty and staff both within and outside of the Henry M. Rowan College of Engineering.
- Works with various other departments such as the Budget, Accounts Payable, Procurement Provost's Office, Human Resources, OSP, and Advancement to ensure timely processing of all departmental needs.
- Coordinates all department hiring and onboarding including: full-time tenure track, ¾-time, lecturer, adjunct and all undergraduate student hiring including I-9 completion, background checks, entering of job card in PageUp, assisting search committee when necessary.
- Supervises department student workers including (FWS, department funded, grant funded), training, scheduling time sheet approval, and payment.
- Acts as the departments' Time Keeper to ensure all students, faculty and staff submit timesheets in accordance with University policy.
- Support faculty and staff with duplicating and office supplies needs

- Support completion of travel requests and expenses for reimbursement with faculty, staff within Concur and students using University student travel forms.
- Work with the Department Head to setup various staff meetings to discuss issues and questions
- Assists Department Head with solving administrative problems and makes recommendations for solutions.
- Assign advisors to undergraduate students using Banner 9
- Maintains and interrupts policies and procedures for the department including keeping all departmental records
- Understand, use and train department faculty on all Rowan online systems to support operations – Banner, Banner 9, Works, 25Live, Concur, ProfsJobs, IRT Support Portal, Outlook, etc.
- Assist in coordinating Engineering department events
- Performs other duties to support all Engineering Departments and the Dean’s Office as assigned.

Requirements Note: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional position-related experience.

OR

Possession of a bachelor's degree from an accredited college or university.

OR

Possession of an associate's degree; and two (2) years of professional position-related experience.

Note: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

Salary: Range P16 (\$49,738-\$56,485)

Notes:

- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.
- Only completed online application submitted on or before the deadline will be considered.
- Candidate must be legally authorized to work in the US, and the University will not sponsor an applicant for a work visa for this position.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted with your application by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/500261/program-assistant-as-department-of-civil-and-environmental-engineering>.