



VACANCY ANNOUNCEMENT

Clerk Typist

Job Number: 500419
Category: Administrative-Clerical
Department: Wellness Center
Close Date: 3/17/2025 (11:55pm)
Location: Glassboro, NJ

Position Summary:

The Wellness Center at Rowan University is searching for a Clerk Typist. The Wellness Center is complex and fast-paced, consisting of four high-demand departments; Counseling & Psychological Services, Emergency Medical Services, Student Health Services, and the Schreiber Pet Therapy Program. The Front Office manages clinical and non-clinical scheduling and operations for all while maintaining excellent customer service skills for Wellness Center staff and those seeking services.

Under the direction of the Director for the Wellness Center, and the supervision of the Head Clerks, this Clerk Typist will be an instrumental member of our support staff.

Maintaining a high level of confidentiality is imperative in this role. We seek individuals who provide excellent customer service, are collaborative in nature, have strong communication skills, maintain healthy boundaries, and possess the ability to manage a challenging workload while creating a positive atmosphere. Experience with electronic health records and computer skills are also important.

Functional Areas of Responsibility:

- Work in collaboration with the two Head Clerks of the Wellness Center to ensure the support and administration of the complex operations which support the overall functioning of the Wellness Center.
- Respond to student inquiries.
- Coordinate and maintain compliance to state-mandated immunization requirements.
- Guide student workers to ensure and maintain excellent customer service.
- Collaborate with other university departments to maintain full functioning operations.
- Process insurance billing with our student health insurance plan (SHIP).
- Process departmental budgetary duties such as requisitions, office supplies, reimbursements, etc.
- Some evenings and weekends, throughout the year, are required.
- Data entry into our electronic health records (EHR) system.
- Copy, scan, and shred paperwork related to student files and other office operations.
- Serving on committees to enhance staffing and operations.
- Other duties as assigned.

Preferred Qualifications:

- Previous medical clerical experience.

- Ability to work in a fast-paced, ever-changing office.
- Proficiency in Microsoft Office, Google programs and electronic health record systems.
- Meticulous attention to detail.
- Discretion and professionalism in dealing with sensitive information.
- Strong interpersonal communication, customer service skills, and excellent telephone etiquette.
- Cross-cultural sensitivity.
- Ability to be well-organized and task-oriented, perform effectively under pressure and adapt to changing demands and priorities.
- Accurate data entry and record-keeping skills; experience creating reports, charts, and tables.
- Ability to work independently and as a member of a team.

Salary:

- Range A09 (\$38,339 - \$41,536)

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.
- Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.
- Only completed online applications submitted on or before the posted deadline will be considered.
- **Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information.**

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/500419/clerk-typist-wellness-center>.