

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Professional Services Specialist 4, Admin NE – Graduate Admissions Specialist (Classified)

Requisition Code:

492518

Location:

Galloway – Main Campus

Job Category:

Professional

Department:

Enrollment Management

Salary:

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits package

Work Hours:

M-F, 9a-5p

Posted Date:

5/17/2023

Close Date:

5/31/2023

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Brief Job Overview/Summary:

Under the direction of the Director of Graduate Admissions, the Graduate Admissions Specialist will fulfill all of the responsibilities and expectations of Stockton staff as outlined in the University's Policies and Procedures on Staff Evaluation. Specifically, the Graduate Admissions Specialist will serve in the following ways at Stockton, listed below.

Descriptions of Essential Duties/Responsibilities:

- Responds with accuracy, courtesy, and professionalism to phone calls, email correspondence, walk-in questions, and routine inquiries; corresponds with prospective students for graduate admission and follow-up to enrollment according to University policies and procedures
- Assists with the processing of graduate school applications in the University's customer relationship management systems (CRM), along with creating, verifying, and mailing correspondences and reports in accordance with data privacy laws (FERPA)
- Helps arrange and support logistics for recruitment events, orientations, special events, virtual sessions, etc.; assists in the development and support of an effective outreach, communication, and follow-up for such things as (but not limited to) scheduling meetings, confirming appointments, managing distribution lists, and updating databases
- Represents the University and Graduate Admissions at open houses, information sessions, orientations, and other graduate admissions events; some of these events are held on evenings and weekends
- Reconciles P-card transactions, including but not limited to, social media/advertising purchases, catering events, and employee travel
- Orders office supplies, print shop requests, and mailings as needed. Coordinate Graduate Assistantship and Scholarship processes; this includes organizing applications, answering student and faculty questions; editing forms, and collaborating with the Office of Financial Aid for payment
- Assists with on-boarding new graduate students for orientation activities, including but not limited to, assigning academic preceptors, applying tuition discounts, coordinating ID photos, and lock-shop requests
- Coordinates all travel activities for the Graduate Admissions team, including processing registration, approval forms, arranging travel accommodations, travel reimbursements, and securing University vehicles
- Assist with the training and supervision of student staff and graduate assistants, including onboarding, training, paperwork processing, and timesheet completion
- Assist with web edits in OU Campus as needed
- Other duties as assigned
- Support Stockton University's diversity commitment and strong student-centered vision and mission

Required Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree

- Minimum 1 to 3 years work experience, especially in a customer service/office setting
- Experience with information systems. The successful candidate must demonstrate initiative, creativity, flexibility, and a keen willingness to work in a dynamic, fast-paced, team-oriented office

Preferred Qualifications:

- Excellent attention to detail and organizational skills
- Ability to establish priorities while handling multiple projects, multi-tasking; excellent interpersonal communication
- Advanced knowledge of Microsoft Office

Screening Information:

Screening of applications begins immediately and will continue until the position is filled.

How To Apply:

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume 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.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- A current resume

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.