



## VACANCY ANNOUNCEMENT

### Professional Services Specialist 4, Administrative Services

**Job Number:** 500205  
**Category:** Professional  
**Department:** CREATES  
**Close Date:** 1/24/25 (11:55pm)  
**Location:** Glassboro, NJ

#### Job Summary:

This position will service CREATES, including the ITS Division within CREATES. The position will be cross trained to assist with all Grant and Fiscal operations as assigned by the Creates budget supervisor, along with any additional administrative requests from the Center Director. Additionally, CREATES is actively engaged in outreach activities leading to partnerships with organizations and corporations that need fiscal and administrative support. The major role of this position is to provide support to the Budget supervisor, and CREATES Director, and to primarily enable them to be successful and productive to achieve the Centers mission.

#### Duties & Responsibilities:

- Assists in operating, grant, revenue and other accounts and coordinates all relevant fiscal activities for all activities of CREATES.
- Assigns funding, instruction and direction to CREATES staff for procurement of equipment lab equipment and supplies, accreditation, services, contracts, maintenance agreements, and any other purchase.
- Assist with external contracts, including sub-awarded contract and assisting with grant award modifications
- Coordinates purchasing operations for CREATES and their affiliated faculty. Including but not limited to allocating funding for purchase requests, writing and completing Sole Source and Contract justifications, completing new vendor forms, entering requisitions, and ensuring invoices are paid in full.
- Updating and maintain budget spreadsheets and tracking the purchasing activity on grants, operating, Private and FFS funds. Developing new spreadsheets when necessary.
- Coordinate select activities with Centers fiscal supervisor, Budget and OSP for budget transfers, DCA's, special program budget setup, etc.
- Assists the budget supervisor to Advise the PI's on grant budgets, status, available funds, encumbered and allocated funds and all aspects of the budget and procurement process that applies to their grant contractual obligations.
- Assist in the coordination of FFS Invoicing and communication with external vendors and post-award for tracking.
- Assists with new vendor processes and tracking. Complying with Uniform guidance policies, including working with vendor and processing for contract and grant portal procurement approval. Reviewing and following up on stalled requests to make certain they are completed in a timely manner.
- Assists with processing and completion of travel requests and expenses for reimbursement with faculty, staff within Concur and students using University student travel forms.
- Under the direction of the budget supervisor, and as needed, works with various other departments such as the College of Engineering, Budget, Accounts Payable, Contracting and Procurement Provost's Office, Human Resources, OSP, IRT, Bursar, International Center, and to ensure timely processing of all departmental needs.

#### Required Qualifications:

- Experience involving data management which includes independent collection and interpretation of data, preferably in relation to University policies and procedures.
- Ability to conduct budget execution to determine whether obligations, expenditures, and requested allotments are within funding limitations in the approved budget
- Ability to prepare clear and accurate reports containing findings, conclusions, and recommendations.
- Ability to evaluate current processes, develop methods for improvement, and meet established objectives.
- Strong analytical and data management skills, and attention to detail.
- Ability to effectively manage multiple competing priorities.

- Ability to establish and maintain cooperative working relationships with other staff and organizations.

**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.

Five (5) years of professional experience in different aspects of administration and business practices; including design and implementation of policy and procedures, vendor service contracts and improving and updating management practices.

**OR**

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional 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.

**Preferred Qualifications:**

- Experience with Banner, Tableau, Cognos, and all Microsoft Office Applications, including Excel, Word, and Outlook, plus Google workspace and Webex.
- Proficient in both Self-Service Banner and Banner Administrative Pages.
- Proven ability to analyze complex and ill-defined problems/opportunities and a track record of developing and delivering solutions.

**Salary:**

- Range P18 (\$54,351)

**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.

**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](mailto: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/500205/professional-services-specialist-4administrative-services-creates>.