



VACANCY ANNOUNCEMENT

Clerk Typist

Job Number: 499359
Category: Administrative-Clerical
Department: Rowan Global
Close Date: 3/18/2024 (11:55pm)
Location: Glassboro, NJ

Summary:

The Clerk Typist Data Processor position is available within Rowan University Global Admissions team. This position is responsible for all data processing activities related to admitting, enrolling, and retaining Rowan Global students. Data may originate on paper forms or electronically. Upon receipt of data, the processor is responsible for first checking the data contained in the form to ensure that it is complete, and that required information is not missing. Therefore, the person in this role must pay great attention to detail. The data processor will also need to be skilled in and understand University/Rowan Global systems for data entry as well as policies and procedures related to the admission and enrollment process. This person works closely with Admissions Counselors and other members of the Processing team.

The Data Processor reports directly to the Associate Director of Graduate and Online Admissions.

Primary Responsibilities

- Performing data entry in University/Rowan Global systems with close attention to detail.
- Working with the appropriate staff to resolve issues of missing or incorrect information.
- Maintaining a knowledge base of Rowan Global academic program admissions requirements.
- Assisting with recruitment events as needed.
- Answering phones, responding to emails, and receiving visitors.
- Fielding questions or forwarding them appropriately.
- Preparing and maintaining files and databases.
- Sorting and delivering internal and external mail and correspondence.
- Appropriately handling confidential and sensitive information.
- Copying, scanning, and faxing.
- Other clerical duties as assigned.

Qualifications

Required

- Candidates will be required to take and pass a typing test at 25 wpm or higher or show proof of passing a NJ Civil Service Commission or Rowan University typing test in the past. The test will only be scheduled for candidates selected for interview.

Preferred

- Previous clerical/data processing experience.
- Proficiency in Microsoft Office.
- Ability to take direction and work well in a team environment.
- Ability to work under tight deadlines.
- Excellent written and verbal communication skills.
- Customer service experience.

Salary:

- Range A06 (\$31,285 - \$35,295)

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
- **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**
- 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 , 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/499359/clerk-typist-rowan-global>.