

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

Title:

Professional Services Specialist 3, Admin NE – Admissions (Classified)

Requisition Code:

492573

Location:

Galloway – Main Campus

Job Category:

Professional

Department:

Admissions

Salary:

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

Work Hours:

M-F, 9:00a-5:00p

Posted Date:

6/12/2023

Close Date:

6/26/2023

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:

The Professional Services Specialist 3 works with the Director of Admissions Services who is responsible for supervising the various functions which support the enrollment objectives of the University, including executing recruitment strategies, overseeing day-to-day recruitment functions, and managing, mentoring, and cultivating recruitment staff who play an integral role assisting with applications.

Descriptions of Essential Duties/Responsibilities:

- Reviews and accepts required admissions paperwork and documentation, such as high school transcripts, various test scores, college/university transcripts, and other essential records in a confidential, thorough manner, and generate, print, assemble, and troubleshoot admissions letters and acceptance packets.
- Assist with interviewing, onboarding, and training new staff members in accordance with federal/state laws and regulation and department needs.
- Collaborate with supervisor and Admissions Leadership team regularly to discuss upcoming events/projects, expectations of staff, assignments of staff, and concerns of staff.
- Provides exemplary frontline customer service while assisting students with enrollment services in multiple functional areas by entering, verifying, and researching student records and addressing inquiries in person, by phone, email, and/or via text.
- Prepares clear, technically sound, accurate, and informative reports for the Admissions Office and its processes.
- Actively engages with students, parents, and high school counselors to obtain the supplemental documents needed to complete domestic, international, and transfer admission applications.
- Represent the University and the Office of Admissions at information sessions, orientation, and other recruitment opportunities.
- Other duties as assigned by the Director of Admissions and Vice President for Enrollment Management.

Required Qualifications:

- Bachelor's degree from an accredited college or university or at least (5) years' experience working in Higher Ed.
- Strong organizational skills and the ability to work independently and efficiently.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Ability to maintain essential records and files.

Preferred Qualifications:

- Proficient in Microsoft Office and pertinent technology/software that supports our comprehensive undergraduate recruitment, marketing, and enrollment strategy (e.g. Banner, Ellucian CRM Recruit, Slate, Microsoft Office, web management solutions, social media platforms, etc.).
- Management experience.

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 (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR 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.