

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Professional Services Specialist 3 - NAMS Laboratory (Unclassified)

**Requisition Code:**

S2200541

**Location:**

Galloway - Main Campus

**Job Category:**

AFT Professionals

**Department:**

Natural Science & Math (230045)

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

**Posted Date:**

08/27/2022

**Close Date:**

N/A

**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](http://www.Stockton.edu).

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

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.

**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 position will support the School of Natural Sciences and Mathematics in the successful and safe operation of NAMS labs and classes.

**Responsibilities:**

**Under the direction of the Executive Director of Academic Laboratories and Field Facilities, the NAMS Laboratory Professional Services Specialist III is responsible for the following:**

- Under the direction of appropriate program faculty, setup equipment as required for weekly laboratory experiments and field trips in Environmental Studies, Geology, and other related NAMS courses
- Under the direction of appropriate program faculty, assist in the preparation and set up of classroom demonstration materials
- Work with Information Technology Services to maintain and test the GIS system, GIS accounts and GIS software licensing
- Assist faculty and staff with geographic data collections, reliquary inventory, stockroom inventory, equipment inventory, organization, documentation, and management for teaching and research
- Assist faculty and staff in GIS training within NAMS Programs and across disciplines
- Assist faculty/staff in the assembly and installation of teaching and research laboratory equipment (Ex. DI systems, microscopes, plant growth chambers, GPS equipment, safety equipment etc.) on campus and at NAMS field facilities
- Maintain greenhouses on campus and NAMS field facilities
- Assist in the repair and maintenance of laboratory and equipment used in teaching and research laboratories
- Maintain a current inventory of equipment, software and materials used in laboratories, field facilities, and classroom demonstrations
- Recommend to the Executive Director of Academic Laboratories equipment, materials and supplies to be ordered for laboratory courses and classroom demonstrations
- Assist with budget processing for NAMS purchases (obtaining quotes, requisitions, etc.)
- Assist with NAMS receiving/deliveries/mailroom
- Recruit, train and supervise Student Workers, Teaching Assistants, Research Assistants, and Internships
- Maintain a safe laboratory environment and assist with the radiation safety program
- Must be willing to work afternoon and evenings
- Support and enforce the OSHA Lab Standard, IACUC, Radiation, X-Ray and all pertinent safety regulations in accordance with appropriate protocols, including reporting all non-compliance to the Executive Director and/or Assistant Director
- Support and enforce the OSHA Lab Standard and all pertinent safety regulations in accordance with the Chemical Hygiene Plan
- Perform other duties as assigned by the Dean of Natural Sciences and Mathematics, the Executive Director of Academic Laboratories and Field Facilities, and/or the Provost and Vice President for Academic Affairs

**Required Qualifications:**

- Bachelor's degree (BS or BA) in Environmental Science, Geology, or related field from an accredited college
- Organization and computer skills
- The ability to communicate and work well with laboratory staff, faculty and students

**Preferred Qualifications:**

- Master's Degree in related field
- Five (5) years of professional experience in education, higher education, or other field related to the functions of the position

**Required Documents:**

Letter of Interest, Resume, Unofficial Transcripts

**How To Apply:**

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

**Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF**

1. A letter of interest describing specific skills and experiences
2. A current resume
3. Unofficial transcripts
4. A list of three recent professional references (included in the application): Name, Organization, Email address and Telephone

**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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.**

Click [here](#) to apply.

**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](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.

