



VACANCY ANNOUNCEMENT

Professional Services Specialist 3 Facilities

Job Number: 499532
Category: Professional
Department: College of Communication & Creative Arts
Close Date: 6/3/24 (11:55pm)
Location: Glassboro, NJ

DEFINITION

Under the supervision of a higher administrative officer in the Ric Edelman College of Communication & Creative Arts, candidates will be responsible for independently performing professional work of considerable difficulty using established policies, procedures, precedents, and guidelines; does related work as required.

WORK RESPONSIBILITIES:

- Organize assigned work and develop appropriate methods for meeting goals and objectives.
- Review and evaluate workload and process; develop and implement improved methods as required.
- Provide budget recommendations for area activities.
- Analyze and interpret applicable principles, federal and/or state laws and regulations in the course of official duties.
- Assist in the interview of prospective subordinate staff members and provides recommendations concerning selection.
- Maintain all mechanical equipment within the Department of Art.
- Perform repairs as needed on equipment in all areas of Art.
- Keep up on all preventive maintenance.
- Consultations on new equipment acquisitions.
- Fabrication of devices and tooling as related to Art equipment and products.
 - Examples of this equipment includes welders, kilns, flexible shaft machines, compressed air tanks, regulators, milling machines, lathe, CNC router, plasma cutter, table saw, band saw, chop saw, various power (electric drills, grinders, etc...) and hand tools- (goldsmiths hammers, stakes, etc)
- Serve as Building Coordinator for Westby.
- Alter spaces, as needed.
- Research special materials.
- Expedite studio work with facilities via Rowan Works.
- Work closely with tradesmen and housekeepers doing assigned work In the Westby.
- Provide in-class assistance when needed.
- Oversee work done by outside contractors, as needed.
- Work directly with Project Managers for best results.
- Create punch lists for all projects to assure quality.

SAFETY

This position will address all security measures in accordance with Public Safety and University Dept. of Health & Safety, including:

- Manage all hazardous materials generated by the department and scheduling pick-up. Collections of chemical waste for scheduled pick up.
- Maintain safe storage of materials both in classrooms and exterior storage facilities.
- Attend all meetings involving the building coordinators.
- Assure all safety equipment is operational within the building. This includes eyewash stations, managing acid neutralizing tanks in print lab, exhaust fans, spray booth along with safety measures in the foundry area also supplying safety gear to students and faculty as needed.
- Management of master SDS file.
- Make sure all persons are safely evacuated during an emergency and are directed to a predetermined location so a head count can be taken.
- Inform faculty and staff of any changes to existing policies concerning safety procedures during faculty/staff meetings.
- Establish liaison and maintain cooperative working relationships with other staff or organizations whose functions impact on assigned responsibilities.
- Work with non-Art disciplines, such as engineering students and faculty, science students and faculty, earth, and environment faculty, when requested.
- Prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Contribute to agenda, attend, and participate in meetings or college events related to assigned responsibilities.
- Serve on standing and ad hoc committees.
- Prepare correspondence in the course of official duties.
- Maintain essential records and files.
- Evaluate schedules of events and/or course offerings; recommends changes as indicated.

STUDENT GALLERY

Will play an active role in the Student Gallery, including:

- Maintain appearance of the space
- Make needed repairs to the space.
- Offer student assistance in complex installations, lighting their work and installing any devices they may require completing the exhibition.

ADDITIONAL DUTIES MAY INCLUDE

- Refurbish and build pedestals for the student gallery.
- Organize and oversee the acquisition, distribution, inventory, and security of equipment, materials, and facilities.
- Conduct research; compile and analyze statistical, financial, and other data.
- Develop materials for publications and accreditations.
- Represent the college at conferences, meetings, and seminars.

REQUIREMENTS

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.

Six (6) years of professional experience in building and property management and operations.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

All applicants must submit an art portfolio, including 20 images of work that are part of the application creative practice and include objects that illustrate their skills in related materials and processes.

Successful candidates will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

LICENSE

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES

- Knowledge of the theory, principles, and techniques essential to performance of the specific responsibilities assigned.
- Knowledge of college policies and procedures.
- Ability to comprehend, analyze, interpret, and apply established law, regulations, policies, procedures, precedents, and guidelines.
- Ability to establish liaison and maintain cooperative working relationships with other staff or organizations whose functions impact on assigned responsibilities.
- Ability to develop and conduct training, workshops, and/or seminars for the campus community.
- Ability to conduct research, analyze data, and interpret findings.
- Ability to plan a budget for activities supervised.
- Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to represent the college at conferences, meetings, and seminars.
- Ability to prepare correspondence.

- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Ability to lift up to 50 lbs, use a hand fork truck, and be able to repair and maintain various studio equipment such as kilns, lathes, hand tools and other studio equipment.

Salary:

- Range P21 (\$60,062-68,385)

Notes:

- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.
- 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 , 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/499532/professional-services-specialist-3-facilities-college-of-communication-creative-arts>