



## VACANCY ANNOUNCEMENT

### Clerk Typist

**Job Number:** 499773  
**Category:** Administrative-Clerical  
**Department:** University Advancement  
**Close Date:** 8/20/2024 (11:55pm)  
**Location:** Glassboro, NJ

### Position Summary:

Rowan University is seeking a Clerk Typist to report directly to the Assistant Vice President for University Advancement| Rowan University Foundation Deputy Executive Director. This position functions as a key support person to the Foundation Board of Directors and Advancement Administration. Job functions are highly confidential, involving major University benefactors, board members and members of the business community.

### RESPONSIBILITIES:

- Manage demanding and complex administrative activities in the Division of University Advancement. Collaborate regularly with and assist the AVP| Deputy Executive Director to effectively manage the daily activities of the Division and the Rowan University Foundation. Manage and maintain essential office files and confidential records for the Division and the Foundation.
- Effectively schedule internal and external appointments, as requested, for meetings with both internal and external constituents.
- Schedule, confirm and coordinate travel plans for the AVP and Division leadership for important meetings with donors, alumni and VIPs. Prepare itineraries and process travel expenses and associated documents.
- Prepare special reports, agendas, meeting minutes for the AVP| Deputy Executive Director.
- Collaborate frequently with the Office of Human Resources on personnel matters, including administrative tasks associated with the hiring of new employees.
- Attend regular meetings with the Division's clerical/support staff and identify administrative and workflow issues and make recommendations for solutions.
- Attend certain distinguished events and other donor-related functions and activities occurring at night/weekends when necessary.
- Draft correspondence for the AVP, including special letters of acknowledgment as needed.
- Process and maintain budget records for the Division including the preparation of requisitions, employee reimbursements, non-po payments, ordering of supplies, and budget reconciliation.
- Input and maintain confidential prospect and donor information in Millennium database.
- Assist the Special Events and Donor Relations Manager with donor/special events logistics, including but not limited to venue selection, vendor management, and equipment setup.

*\*Other duties as assigned.*

### QUALIFICATIONS:

Required:

- Strong computer and internet research skills. Proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Adobe Suite.
- Three (3) years of administrative experience in a higher education, government agency, or business environment, with responsibility for assisting in the coordination of office administration (preferably including compiling data, drafting statistical reports, coordinating office workflow, and monitoring budget expenditures).
- Excellent interpersonal skills, project coordination experience, and ability to work well with all levels of internal management and staff, as well as Board members, constituents, corporate leaders, and vendors.
- Ability to work independently on projects from conception to completion and ability to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
- Impeccable customer service skills.
- Excellent verbal and written communication skills. Must pay great attention to detail in composing, typing, proofing materials, establishing priorities, and meeting deadlines.

Preferred:

Associate's degree, some college courses, or equivalent administrative experience working for a senior-level executive.

### **About You**

If you are an outstanding candidate for this role, you are an up-and-coming professional eager to make your mark and build a career in higher education philanthropy. You're a relationship builder; you possess the stature and interpersonal skills to meaningfully engage the University's diverse leaders, alumni, students, volunteers, donors, and prospective donors in a manner that generates excitement, inspires action, deepens commitment, and increases support. You have the proven ability to strategically and effectively navigate within a multifaceted organizational environment. You are a transparent and collaborative team member who thrives in a workplace that values diversity, creativity, innovation, and a "let's figure it out and get it done" spirit.

As a successful member of the University Advancement team, you will:

- Lead with your integrity; your word is impeccable.
- See every day as an opportunity to grow and learn and enjoy helping others do likewise.
- Derive satisfaction in supporting and empowering your teammates and inspire others to do their best.
- View honest feedback and constructive criticism as gifts for which to be grateful.
- Thrive in an atmosphere of accountability.
- Communicate clearly and do what you say you will do.
- Exude positivity and be slow to ascribe negative motivation to your colleagues' actions.

As a professional, you have:

- Proven ability to achieve goals.
- Excellent "soft skills" and the ability to communicate effectively both in writing and verbally.
- A strong capacity to collaborate and build consensus with creativity, insight, and transparency.
- Impeccable organizational skills.

### **Diversity, Equity & Inclusion**

Rowan University promotes a diverse community that begins with students, faculty, staff, and administrators who respect each other and value one another's inherent dignity. By identifying and removing barriers and fostering individual potential, Rowan cultivates a community in which all members can learn and grow. The Rowan community is committed to a safe environment that encourages intellectual, academic, and social interaction and engagement across multiple intersections of identities. At Rowan, creating and maintaining a caring community that embraces diversity in its broadest sense is among

the highest of institutional priorities. On the University Advancement team and throughout the University, we believe every team member enriches our diversity by exposing us to a broad range of ways to understand and engage with the world; identify challenges; and discover, design, and deliver solutions.

**Salary:**

- Range A9 (\$38,339)

**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.
- Rowan University offers a competitive compensation and benefits package.
- This is a full-time Monday-Friday position with the ability to work from home. The salary is competitive and commensurate with experience and qualifications.
- 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](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/499773/clerk-typist-foundation-administrationdonor-relations-assistant>.