



VACANCY ANNOUNCEMENT

Program Assistant, Administrative Services

Job Number:	499649
Category:	Professional
Department:	Student Center Operations & Technology
Close Date:	7/12/2024 (11:55pm)
Location:	Glassboro, NJ

Under the direction of the Senior Assistant Director, Student Center Operations & Technology, supervises and oversees the setups and logistics of the Student Center meeting rooms; supports building technology and events; and participates in the development and implementation of program or unit goals, policies and procedures; does related work as required. The Student Center has multiple meeting spaces that are consistently used by student organizations, departments and external groups that require the attention of a staff to turn over the rooms and make sure they are ready for an event.

Examples of Work:

- Coordinate the daily event logistics, turnovers, and room cleanliness for all events that take place in the Student Center.
- Supervise a student building operations crew, which includes assigning and monitoring tasks.
- Performs varied simple and moderately physically strenuous tasks involved in setting up and breaking down tables, chairs, and stage pieces weighing up to 40 lbs.
- Provides building technology support for events that take place in the Student Center.
- Establishes and maintains liaison and cooperative working relationships with Event Services, Maintenance, and external clients to ensure that all event needs are met efficiently and correct.
- Maintain and update equipment inventory for all equipment related to event spaces.
- Attends and participates in meetings and events related to assigned responsibilities.
- May be required to learn to utilize the type of electronic and/or manual recording information systems used by the agency, office, or related units.
- Meets weekly with our Event Services team to ensure all needs are being met.
- Schedules use of, sets up and maintains equipment; performs experiments and demonstrations.
- Communicate any last-minute changes or cancelations to events to the proper staff members in the Student Center.
- Enforce and document policy infractions that take place in the Student Center and communicate them to the proper employees.

Preferred Qualifications:

- Previous experience in student center operations and/or event logistics.
- Knowledge of the principles and techniques essential to performance of assigned responsibilities.
- Previous experience with student staff supervision.
- Knowledge of college policies and procedures.
- Ability to establish liaison and maintain cooperative working relationships with student organizations, departments and external clients.
- Ability to organize and assign work, analyze problems, and develop appropriate work methods.
- Ability to assist in the development and implementation of training programs.

Requirements: Note: 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.

Four (4) years of professional position-related experience.

OR

Possession of a bachelor's degree from an accredited college or university.

OR

Possession of an associate's degree; and two (2) years of professional position-related experience.

Note: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

Work Hours:

- Monday through Friday, 10:00am-6:00pm
- Please note that the currently listed shift and availability are subject to change to meet operational needs of the department

Salary:

- P16 (Step 1 \$49,738)

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.
- Only completed online applications submitted on or before the posted deadline will be considered.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/499649/coordinator-events-technology-support-program-assistantas-student-center-operations-technology>.