



VACANCY ANNOUNCEMENT

Program Assistant, Administrative Services

Job Number: 499002
Category: Professional
Department: College of Humanities & Social Sciences
Close Date: 10/27/2023 (11:55pm)
Location: Glassboro, NJ

Summary:

The Social Work Program is seeking a full-time Program Coordinator to coordinate activities and programming related to the Social Work program at Rowan University. This will require someone with effective communication and problem-solving skills who is interested in working collaboratively. The ideal candidate will have excellent interpersonal skills and be well-organized, detail-oriented, resourceful, and self-directed, with the ability to prioritize and multi-task.

Responsibilities:

- Serve as a front-line program liaison with the ability to provide information on the social work program in an appealing and enticing way.
- Address enrolled students' questions about the Social Work program or refer them to a faculty or other resources accordingly.
- Assist faculty, visitors, and callers with information needs or requests.
- Coordinate plans and activities via collaboration with departmental leadership and Directors.
- Provide support service to this program under the direction of the Program Director and/or Field Education Director.
- Answer or escalate questions regarding the program, coursework, and Rowan Global requirements.
- Gatekeep and track all social work program documentation information, including prospective students, applicants, matriculated students, graduates, continuing education units (CEUs), and licensure status of faculty and students.
- Provide students with licensure and professional organization information (website, office contact, etc.).
- Coordinate outgoing departmental communications through various means including the Program Calendar, including workshops, trainings, and community events related to social work.
- Serve as a communication channel for all departmental correspondence, both internal and external to Rowan University.
- Manage department's financial accounts, including operational, global, grant, start up and seed funding.
- Coordinate fiscal procedures and assist in submitting budget requests and budgetary planning, as with tracking budget expenditures, entering requisitions and purchase orders, and budget transfers.
- Collaborate with the Director in preparing and submitting scheduling information using the university's reporting model, as well as any necessary changes to scheduling using the University Change Authorization Form.
- Participate in data-gathering and data-entry activities as needed.
- Leverage knowledge of Google Docs, Sheets, and Microsoft Office suite, including Outlook, Word & Excel, to maximum effect for departmental benefit.
- Serve as Department timekeeper for Web time Entry and ensure that all faculty and staff submit their timesheets on time.
- Coordinate and verify information in departmental reports, files, forms, and/or listings before entry into Rowan-based interfaces such as the following:
 - Self-Service Banner (budget, requisitions, and student files)
 - Banner 9 (for purchase requests and budget and finance inquiries)
 - SGAADVR (for assigning and updating advisors and mentors)
 - SFASRPO (for entering registration overrides and waivers for students)
 - Page-Up (for faculty searches)
 - Facilities Work Order System (to submit and coordinate facility work orders)
 - 25Live (for reserving space for meetings and scheduling classes)

- Barnes & Noble Textbook Adoption Website (to place textbook orders).
- Keep informed of new and revised personnel policy statements, regulations, directives, and other communications as directed by Human Resources, and develop plans and procedures for implementation of such communications.
- Order departmental supplies as needed.
- Review travel expense requests in Concur for accuracy and communicate with faculty as needed.
- Coordinate mail delivery.
- Assist in the planning and scheduling of departmental meetings and request/reserve meeting space using 25Live.
- Assist with recruitment events.
- Train, supervise, and schedule student support staff within the main office; oversee student worker time sheets; update student worker entries for the Rowan Identity Management System (RIMS); enter students' information into Electronic Personnel Action Forms (EPAF).
- Process and reconcile credit card purchases.
- Assist with department accreditation.
- Gather information for Adjunct/OL expenditure summary per semester and report it to the Dean's office.
- Participate in training for the purpose of compliance regarding security issues pertaining to Information Resources and Technology, Public Safety, and Human Resources; engage in IT acquisition processing; complete IT security processing for web-based information sharing; serve as a Campus Security Authority (CSA) as required by the Clery Act.
- Perform other related duties as assigned.

Requirements:

- Graduation from an accredited college with a Bachelor's degree

Salary:

- Range P16 (Step 1 \$46,431)

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.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), 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.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/499002/program-coordinator-program-assistants-social-work-program-college-of-humanities-social-sciences>