



VACANCY ANNOUNCEMENT

Clerk Typist, Office of Advancement

Job Number: 498601
Category: Administrative
Department: Office of Advancement
Close Date: 06/01/2023 (11:55pm)
Location: Glassboro, NJ

Summary:

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

Duties:

- Manage demanding and complex administrative activities in the Division of University Advancement. Collaborate regularly with and assist the Director of Advancement Administration/Foundation Administrator 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 for the Associate Vice President and the Director of Advancement Administration/Foundation Administrator, as requested, for meetings with both internal and external constituents.
- Schedule, confirm and coordinate travel plans for the AVP and other University executives 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 Director of Advancement Administration/Foundation Administrator.
- 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 and ordering of supplies.
- Input and maintain confidential prospect and donor information in Millennium database.
- Assist the Corporate and Foundation Relations team with the Faculty Workshop series by scheduling rooms and/or Webex meetings, taking registrations, promoting through internal announcements, and coordinating the distribution of workshop materials to attendees.
- Other duties as assigned.

Required Qualifications:

- Candidates will be required to take and pass a typing test at 25 wpm or higher or show proof of passing a NJ Civil Service Commission or Rowan University typing test in the past. The test will only be scheduled for candidates selected for interview.
- Strong computer and internet research skills. Proficiency in Microsoft Outlook, Word, Excel, Power Point, Adobe Suite.
- 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 Qualifications:

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

Salary:

- Range A06 (\$30,227 - \$34,101)

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.
- **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 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/cw/en-us/job/498601/clerk-typist-office-of-advancement>