



VACANCY ANNOUNCEMENT

Professional Services Specialist 4, Administrative Services

Job Number:	499417
Category:	Professional
Department:	Advanced Materials & Manufacturing Institute
Close Date:	4/25/2024 (11:55pm)
Location:	Glassboro, NJ

Summary:

Under the direction of the director of AMMI, provides administrative support for the Institute. AMMI seeks an individual with prior engineering administrative experience, strong communication, organization and management skills and who has the ability to collaborate with a dynamic team. The major role of this position is to provide support to the faculty, staff, and students associated with AMMI to enable them to achieve their educational and research goals and to be successful and productive in achieving the Institute's mission. This position is primarily responsible for coordinating all administrative aspects of AMMI.

Primary Duties and Responsibilities:

- Manages the administrative office of AMMI
- Provides direct support to the director, associate directors, financial coordinator, industrial liaison, research scientists, technicians, and postdoctoral fellows of AMMI
- Provides support to the undergraduate and graduate students working within AMMI
- Serves as the main point of contact for all external visitors and constituents to AMMI
- Follows-up on decisions and/or directives of the AMMI senior staff to ensure implementation and/or completion
- Schedules all meetings, including staff meetings, advisory board meetings, group meetings, one-on-one meetings, visitors, virtual meetings, and teleconferences for AMMI personnel
- Assists in keeping organization of all budgets for AMMI
- Manages building and lab access via RS2 software including Google Form request process
- Hire, supervise, and assign tasks to all student workers for AMMI
- Hire all AMMI personnel, including staff, technicians, visiting personnel, postdoctoral fellows, and associated graduate and undergraduate students
- Fulfill Time Keeper responsibilities for AMMI including ensuring timely submission in Web Time Entry for all students, including student workers, and staff
- Assists in the development and implementation of appropriate training for students and staff
- Processes all requisitions, reimbursements, independent contracts, IRT orders and supply ordering for AMMI and tracks to completion
- Assist all AMMI members with Concur Travel and all travel arrangements
- Coordinates, allocates, and maintains all AMMI credit card purchases
- Maintain policies and procedures developed by the administrative office of AMMI for administrative purposes
- Reviews policies and procedures of AMMI developed for best laboratory practices
- Work with various other University entities such as the President's Office, Provost's Office, Deans' Offices, Research Office, the South Jersey Technology Park Office, Budget Office, Advancement, IRT, Facilities, etc. on plans, issues, and activities
- Assist in various events specific to AMMI including: End-of-Summer Symposium, Junior-Senior Engineering Clinic Final Presentation Sessions, Workshops, and more
- Assist in the preparation and mailing of AMMI materials, both incoming and outgoing
- Perform other tasks as assigned by the director (i.e., calendaring)

Experience Requirements:

- Demonstrated experience supporting faculty, staff, and students
- Strong computer skills including proficient knowledge with Word, Excel, Outlook, OneDrive, and Google Drive
- Effective analytical, organizational, conflict resolution, and communication skills
- Excellent oral and written communication skills
- Experience with building cross-functional alliances across multiple Rowan University entities
- Experience with training personnel and graduate and undergraduate students in proper Rowan University procedures and policies
- Team player experience building effective working relationships with faculty, professional staff, administrators, and students

Experience Preferred:

- Demonstrated experience supporting engineering faculty, staff, and students
- Strong background and knowledge of Rowan University accounting and finance procedures specifically within the Banner 9, Banner Self Service system, Rowan Account and Commodity codes
- Demonstrated experience comprehending, analyzing, interpreting, and applying Rowan University, State and grant established law, regulations, procedures, precedents, and guidelines
- Demonstrated experience with NJ State guidelines and Rowan University procurement policy and procedures including establishing new vendors (NJSTART, Chapter 51, NJBRC), bid thresholds, uniform guidance compliance, Sole Source, Contracts
- Demonstrated expert knowledge with processing grants, cooperative agreements, other transaction agreements, sub-award agreements, fee-for-service contracts, and fixed price contracts
- Demonstrated expert knowledge with processing Independent Contractors, specifically following Rowan HR and Procurement guidelines
- Prior experience communicating with and coordinating with government officials, liaisons and VIP's (i.e. Department of Defense, NJ State Senators and Congressmen)
- Demonstrated expert experience with processing Concur travel request(s) and expense report(s) in accordance with Rowan Travel Policies
- Expert user of the following systems and form: Hire Tech, PageUp, 25Live, Cayuse, Cognos, Rowan Works, Paper Travel forms, Bank of America, ITAP and IRT Support Portal, Amazon Business, Office Depot, DCA's, and within Banner Self Service: Web Time Entry, EPAF's, Special Assignment Contracts, Summer Non-Teaching forms
- Prior experience coordinating events using State appropriate and grant funds following CRF 200 guidelines

Education:

- Graduation from an accredited college with a Bachelor's degree. Applicants who do not possess the required education may substitute experience on a year for year basis.

Experience:

- One (1) year of professional experience in different aspects of administration and business practices; including design and implementation of policy and procedures, vendor service contracts and improving and updating management practices.

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.

Five (5) years of professional experience in different aspects of administration and business practices; including design and implementation of policy and procedures, vendor service contracts and improving and updating management practices.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

"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.

Salary:

- Range P18 (\$52,513-\$59,694)

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/499417/professional-service-specialist-4as-advanced-materials-manufacturing-institute-ammi>.