



VACANCY ANNOUNCEMENT

Assistant Supervisor 4-AS, University Scheduling

Job Number: 498481
Category: Administrative
Department: University Scheduling
Close Date: 04/24/2023 (11:55pm)
Location: Glassboro, NJ

Summary:

The Assistant Supervisor 4-AS, University Scheduling position is essential to support the day-to-day operations of the division of Strategic Enrollment Management. The position will have a wide range of responsibilities as outlined below. The position will be working with the following departments/areas: Division Administration, Colleges and Academic Departments, Basic Skills, University Events, University Advising Services, Registrar, as well as any future groups that may impact academic scheduling. The Assistant Supervisor 4-AS, University Scheduling position reports directly to the Senior Director of Administration.

Duties:

- Receive and process all academic scheduling planning documents from College Deans (including initial planning documents, proof documents and schedule change authorization forms).
- Build term data in Banner system; build academic schedule utilizing knowledge of Rowan course/section intricacies and practices, including prerequisites, attributes, data standards and system requirements.
- Troubleshoot and resolve scheduling conflicts.
- Develop and improve processes for University Scheduling, both internally and for Administrative and Academic Departments, to improve efficiency on both sides of the Scheduling process.
- Work within scheduling system parameters to ensure FLAC faculty contracting system functions accurately; work with Dean's Office personnel when customizing is required.
- Report on classroom utilization for various campus constituencies using customized reports; request, test and approve report enhancements (including University Section Tally).
- Review/approve academic and non-academic event requests in academic spaces.
- Assist with maintenance of Banner and Series25 systems.
- Create and maintain final exam schedules.
- Supervise University Scheduling office staff.
- Advise Senior Director of Administration on curricular issues as requested.

Requirements:

- Graduation from an accredited college with a Bachelor's Degree
- One (1) year of experience involving the processing of technical scheduling work which involves independent interpretation of rules, regulations, policies, and procedures.
- Ability to prepare and supervise the preparation of statistical and other reports containing findings, conclusions, and recommendations.
- Proficient in the use of Microsoft Word, Excel, Outlook, and Windows 10.
- Proficient in both Self Service Banner and Internet Native Banner specifically as it relates to scheduling.

Salary:

- Range P20 (\$55,478 - \$63,136)

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/en-us/job/498481/assistant-supervisor-4as-university-scheduling>