

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Assistant for the Office of the Executive Vice President & Chief of Staff

Requisition Code:

492514

Location:

Galloway – Main Campus

Job Category:

Professional

Department:

Office of the President

Salary:

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits package

Work Hours:

M-F, 9a-5p

Posted Date:

5/16/2023

Close Date:

5/30/2023

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Brief Job Overview/Summary:

Support position to the Executive Vice President & Chief of Staff and Deputy Chief of Staff within the Office of the President.

Descriptions of Essential Duties/Responsibilities:

- Maintain the appointment calendar for the Executive Vice President & Chief of Staff
- Maintain the calendar for the Deputy Chief of Staff as needed
- Assist the Deputy Chief of Staff with the assembly, review, preparation, and distribution of materials for the Board of Trustees and its Executive Committee
- As directed by the Deputy Chief of Staff, communicates clearly, professionally, and in a timely manner with the Board of Trustees
- Assist the Associate Director of Planning in the ongoing development, review, and approval of institutional policies and procedures, including regular correspondence with various office managers, General Counsel, Divisional Executives, and the President
- Prepare and circulate meeting agendas and compile and disseminate minutes for meetings where the Executive Vice President & Chief of Staff or Deputy Chief of Staff are providing leadership
- Provide administrative support for the Deputy of Staff on personnel-related materials for the Office of Human Resources
- Serve as an administrative liaison between the Deputy Chief of Staff and other campus leaders, including providing support to University-level committees of which the Deputy Chief of Staff is a member or leader
- Maintain and enhance the Board of Trustees and President's Office webpages
- Undertake special projects as assigned by the Deputy Chief of Staff or Executive Vice President & Chief of Staff
- Other duties as assigned

Required Qualifications:

- Bachelor's degree from an accredited college or university
- Experience working in a fast-paced work environment
- Strong organizational skills and the ability to work independently and efficiently
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Proficiency working with Microsoft Office Suite – Outlook, Excel, Word, and PowerPoint

Preferred Qualifications:

- At least (3) years' experience working in higher education
- Experience working directly for senior level administrators
- Experience planning high profile events

Screening Information:

Screening of applications begins immediately and will continue until the position is filled.

How To Apply:

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

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

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- A current resume

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the

report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.