

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

Title:

Professional Services Specialist 4, Admin NE – Office of the Registrar (Classified)

Requisition Code:

492798

Location:

Galloway – Main Campus

Job Category:

Professional

Department:

Office of the Registrar

Salary:

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

Work Hours:

M-F; 8:00a-4:00p or 9:00a-5:00p

Posted Date:

10/5/2023

Close Date:

11/2/2023

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.

This is an in-person on campus, non-remote position. 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:

The Office of Student Records is the “keeper of the academic record.” Our job is to ensure integrity and accuracy in anything involved with a student’s academic history. Professional Services Specialist 4 (PSS 4) position serves as a key member of the Student Records team. The candidate must be able to work independently, proactively, confidently, with a strong attention to detail and the ability to set priorities in a multi-faceted environment.

Descriptions of Essential Duties/Responsibilities:

Under the direction of the Associate Provost/University Registrar, and the Assistant Registrar, the PSS 4 is responsible for:

- Provide a full complement of generalist duties and support services to ensure efficiency, accuracy, and effectiveness of the Student Record’s Office, including but not limited to, reception duties for the office.
- Prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations using Microsoft Office, ARGOS, Excel, Banner, and/or Automic.
- Responds to routine inquiries and corresponds with prospective students for graduate admission and follow-up to enrollment.
- Assists in maintaining the records and academic files; maintains records, charts, and reports in accordance with data privacy laws (FERPA).
- Manage calendars for the Associate Provost/University Registrar, including scheduling meetings.
- Attends and participates in meetings and University events related to assigned responsibilities.
- Reviews and interprets applicable University policies, and procedures, and how they relate to academic records.
- Assist office initiatives, including scribing/updating academic program requirements in Degree Works.
- Run reports/degree audits to assess graduation readiness and assist with graduation clearance.
- Order diplomas.
- Verify accuracy and update student information in the student databases.
- Assist with the development of handbooks that provide details for faculty and students.
- Assist with the evaluation of transfer credits, including the post-matriculated transcript data input.
- Prepare correspondence and email responses in the course of official duties and draft outcome letters for administrative review.
- Research policies, procedures, and best practices for office reporting needs.
- Maintains essential records and files in accordance with FERPA.
- Assist with ID card system, including troubleshooting, snapping photos, organizing the photo sessions, and printing of the cards.
- Develop historical reports to illustrate data in a meaningful way to show appeal statistics.

- Assist with various daily office processes and projects.
- Perform other duties as assigned by the Associate Provost, University Registrar, and Assistant/Associate Registrar or their designee.

Required Qualifications:

- 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.

Preferred Qualifications:

- Demonstrated knowledge of college or university database systems.
- Experience serving in a student-focused department in a college or university setting.

Knowledge, Skills, and Abilities:

- Strong organizational skills and attention to detail with the ability to prioritize and multi-task.
- Ability to interpret, adapt, and apply guidelines, and procedures.
- Ability to plan, organize, implement, evaluate, and modify data.
- Intermediate to advanced excel skills (e.g., pivot tables).
- Excellent written and verbal communication skills.
- Excellent interpersonal skills, with ability to work independently and interact effectively with others in all roles and at all levels at the University.
- Experience in using technology/software (e.g., Banner, Microsoft Excel, PowerPoint, Microsoft Publisher, web management, etc.).

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 (609)-292-4144, option 3.

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 (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR 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.