



## VACANCY ANNOUNCEMENT

### Clerk Typist

**Job Number:** 499452  
**Category:** Administrative-Clerical  
**Department:** Psychology  
**Close Date:** 4/25/2024 (11:55pm)  
**Location:** Glassboro, NJ

### Major Goals of Unit:

- Offer a diverse undergraduate and graduate curriculum that engages students' critical thinking skills and prepares them for several career paths.
- To promote excellence in all faculty responsibilities and functions, teaching, research and creative activity, and practice and professional services.
- To establish a scholarly community involving faculty and students.
- To develop and expand the Psychology's Department's partnerships with the surrounding community.

### Major Goals of Administrative Assistant:

- To assist the financial and budgetary aspects of the department, including accurate and timely submission of procurement and reimbursement information.
- To assist in ensuring that all faculty, staff, and student workers have the correct and accurate paperwork for Human resources (i.e., act as a liaison to HR).
- To ensure that all faculty, staff, and student workers complete time sheets in a timely and accurate manner and they are paid on time (e.g., liaison with Payroll).
- To assist the Department Head in administrative tasks required in the position (e.g., program/end of year reports).
- To provide instrumental support to graduate programs, including organizational support of community placements, completion of fellowship paperwork, providing information to the bursar office, and any other relevant tasks.
- To act as a liaison to all finance, hiring, and IRT departments regarding departmental needs and queries.
- To provide administrative and budget support to faculty as part of post-award grant and scholarship activities.
- To provide administrative support to faculty and students regarding all travel functions.
- To provide administrative support facilitating appropriate furnishing and functionality of office and research space.
- To supervise the running of the department including ensuring documentation and implementation of all policies and procedures.
- To provide instrumental support to departmental committee, especially personnel committees (i.e., Search, T&R, Promotion, Career Development, and Sabbatical).
- To support other administrative staff in the department on completion of their tasks when appropriate.

### Examples of Work:

- Organizes assigned secretarial and administrative clerical work and develops effective work methods.
- Prepares the typing of correspondence, reports and recommendations of a confidential nature.
- Consult on spending and prepare reimbursement and procurement documents.
- Creates and coordinates spreadsheets to organize department data.
- Prepares meeting minutes from notes or recording equipment.
- Make necessary arrangements for speaking engagements, travel arrangements, conferences, and meetings.
- Prepares statistical and other reports.
- Maintains confidential personal correspondence and fiscal and other records and files including a follow-up file.

### Knowledge & Abilities:

- Proficiency in using, creating, and managing files in Google Drive, Docs, and Sheets, MS Word, Excel, and Banner.
- Ability to be detailed oriented.
- Ability to demonstrate appropriate initiative and problem-solving.
- Knowledge of secretarial and clerical routines, procedures, and practices, and their application to specific situations.
- Ability to write well and type correspondence and reports frequently of a complex and difficult nature.
- Ability to act as confidential secretary to a supervisory officer and to relieve him/her of office detail.
- Ability to organize secretarial work, sometimes of a confidential nature, which may entail the supervision of clerical employees.
- Ability to use correct English, to spell correctly, and to use correct sentence and paragraph structure.
- Ability to communicate with visitors, schedule appointments, and process requests for information in accord with established procedures.
- Ability to prepare routine correspondence.
- Ability to prepare statistical and other reports accurately.
- Ability to maintain confidential, follow-up, and other files.
- Ability to forecast departmental needs and manage budgets appropriately to achieve departmental goals.
- Ability to assist faculty and students with efficient and appropriate use of funding using finance procedures while adhering to policy and ethical procedures as per GAAP and Rowan University.

### **Requirements:**

- 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.

### **Salary:**

- Range A06 (\$31,285 - \$35,295)

### **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 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](mailto: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/499452/clerk-typist-department-of-psychology>.