



VACANCY ANNOUNCEMENT

Clerk Typist, Department of Biological & Biomedical Sciences

Job Number: 498918
Category: Administrative
Department: Department of Biological & Biomedical Sciences
Close Date: 09/28/2023 (11:55pm)
Location: Glassboro, NJ

Summary:

The Department of Biological & Biomedical Sciences at Rowan University is seeking full-time Clerk Typist. The successful candidate will be tasked with assisting the Department Head, Faculty, and Staff with day-to-day tasks in managing all aspects of the department office.

Duties:

- Coordinate and process all forms and details relating to hiring of student employees, graduate fellows, summer contracts for faculty, and the hiring of adjunct instructors and other employees
- Track faculty assignments and generate accurate workload sheets for full- and part-time faculty
- Work as part of a team to support faculty and student needs and address issues
- Process and submit forms for transfer of funds, reimbursements, and other operational forms
- Order supplies and materials for the department
- Manage the appointment calendar of the Department Head
- Assists Department Head with all budget-related tasks, including placing orders from general department budget, transferring funds, and maintaining accurate records using BANNER
- Communicate with students regarding to scheduling and enrollment issues; enroll students in certain classes and process overrides in BANNER
- Serve as an effective and professional initial contact between the Department and people contacting the Department
- Coordinate activities with support staff from other departments in the College of Science & Mathematics
- Coordinate activities with members of the Dean's Office, College of Science & Mathematics
- Maintain and regularly update department mailing lists and contact information for faculty and staff
- Assist in assigning adjunct instructors to courses
- Assist with organizing department meetings and events. Schedule rooms as necessary
- Engage in professional development and adapt to new technology/software related to office needs
- Attend meetings as necessary, take clear and comprehensive notes, type and distribute meeting minutes as appropriate
- Data entry and maintenance of department load sheet used for creating employee contracts
- Train and supervise student workers. Instruct students on how to record their hours in Web Time Entry and monitor the activity of their time sheets in BANNER
- Assist with special projects and other office duties as necessary
- Interact with students and employees in a professional, equitable, and inclusive manner

Requirement:

- 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.

Preferred Qualifications:

- Minimum 1 year of clerical experience
- Ability to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions
- Strong computer skills and proficiency with Microsoft Office Suite, Outlook email and calendaring system, Google Suite Adobe Acrobat Pro, Zoom, WebEx, and other desktop and communication software
- Highly organized with attention to detail
- Able to work independently & responsibly
- Excellent communication skills, both oral and written.
- Enthusiastic, with a positive attitude, a team player, flexible and creative in solving problems
- Ability to listen, take direction, and make sound decisions
- Ability to organize and implement both short-term and long-term projects and programs

Salary:

- Range A06 (\$30,227 - \$34,101)

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/498918/clerk-typist-department-of-biological-biomedical-sciences>