



VACANCY ANNOUNCEMENT

Clerk Typist, College of Education

Job Number: 498782
Category: Administrative
Department: Office of Educator Support and Partnerships
Close Date: 08/08/2023 (11:55pm)
Location: Glassboro, NJ

Summary:

Under direction of the Executive Director for the Office of Educator Support and Partnerships, the Clerk Typist will do clerical work including typing of a complex and/or technical nature requiring knowledge of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgement; does related work as required.

Major Goals of the Unit/Work Group:

- Support the Executive Director for the Office of Educator Support and Partnerships
- Support the College of Education Dean's Office on an as needed basis

Duties:

- Support the Office of Educator Support and Partnerships (OESP) executive director with scheduling a wide variety of activities and events. This includes working with across campuses and colleges to secure locations, catering orders and set-up
- Support the College of Education (CED) Dean's Office with college and university events as well as special projects as assigned and directed by the dean's administration (e.g., dean, associate dean and assistant dean).
- Support building manager with issues as they arise.
- Compose documents for review and dissemination (e.g., prepare meeting agendas, type meeting minutes, meeting sign-in sheets, approval/denial letters to students transitioning throughout the CED programs)
- Assist in locating and compiling data for data management and prepare statistical and other reports.
- Maintain mailing lists and accurately updating lists when needed
- Assist in obtaining quotes for orders, compiling and processing invoices
- Make arrangements for speaking engagements as well as manage/submit travel request for meetings, conferences and advisory boards to Concur
- Assist in creating and managing OESP and other OESP offices/departments' budgets
- Man multiple email boxes and respond to inquiries from a wide variety of internal and external parties (face to face, virtual or electronic interactions)
- Maintain confidential personal correspondence and other records and files
- Answer the telephone and take messages accurately
- Schedule meetings, send out meeting invitations and keep a record of confirmed meeting attendees.
- Maintains a schedule of appointments and the daily engagement calendar of Executive Director.

Required Qualifications:

- 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:

- Well versed in Microsoft software applications
- Exceptional verbal and written communication skills
- Ability to demonstrate professionalism

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/cw/en-us/job/498782/clerk-typist-office-of-educator-support-and-partnerships-college-of-education>