



VACANCY ANNOUNCEMENT

Clerk Typist

Job Number: 500334
Category: Administrative-Clerical
Department: Office of the Provost
Close Date: 2/12/2025 (11:55pm)
Location: Glassboro, NJ

POSITION SUMMARY

This position serves a vital role in maintaining the day-to-day operations of the Provost's Office, which is seeking an organized and motivated person to perform secretarial duties in support of various faculty and staff. The ideal candidate will be detail-oriented, with strong communication skills and passionate about supporting Academic Affairs at Rowan University.

Duties & Responsibilities:

- Provide service as needed to the Provost executive team, faculty, students, visitors, and callers
- Meet with the Director of Operations as needed in order to coordinate and plan activities
- Serve as a channel of communication pertaining to all office correspondence, both internal and external to Rowan University and manage departmental calendars
- Manage department's Google sheet for financial accounts which include operational, global, grant, start up and seed funding
- Participate in data-gathering and data-entry activities as needed
- Prepare, maintain, and organize electronic and hard copy files
- Coordinate and verify information in departmental reports, files, forms, and/or listings before entry into Rowan-based interfaces such as the following:
 - Banner 9 (for purchase requests and budget and finance inquiries)
 - Page-Up (for faculty searches)
 - Facilities Work Order System (to submit and coordinate facility work orders)
 - 25Live (for reserving space for meetings and scheduling classes)
- Keep informed of new and revised personnel policy statements, regulations, directives, and other communications as directed by Human Resources, and develop plans and procedures for implementation of such communications
- Order departmental supplies as needed
- Assist new faculty and adjuncts through the hiring process
- Review travel expense requests using Concur for accuracy and communicate with staff as needed
- Coordinate mail delivery
- Assist in the planning and scheduling of departmental meetings and request/reserve meeting space using 25Live

- Hire, train, supervise, and schedule student support staff
- Participate in training for the purpose of compliancy regarding security issues pertaining to Information Resources and Technology, Public Safety, and Human Resources; engage in IT acquisition processing; complete IT security processing for web-based information sharing; serve as a Campus Security Authority (CSA) as required by the Clery Act
- Perform other related duties as assigned

Knowledge & Abilities:

- Capability to multitask, work in a fast-paced environment, be forward thinking, and adaptable to change
- Superior time management skills
- Exceptional relationship-building skills
- Advanced organizational skills and attention to detail
- Maintain confidentiality of sensitive information
- Proven ability to work in a confidential environment
- Exceptional verbal, written and graphic communication skills
- Ability to coordinate and communicate effectively within and across departments
- Ability to effectively communicate with visitors, schedule appointments, and process requests for information in accordance with established procedures
- Capable of handling multiple demands on an on-going basis while maintaining flexibility and adaptability
- Work under general direction, however, able to prioritize work and organize own time utilizing independent judgment
- Able to prepare presentations independently
- Demonstrated ability to make competent decisions
- Professional poise to handle high visibility assignment(s)
- Proficiency in the use of Microsoft Office Suite and Outlook
- Proficiency in the use of Adobe PDF and Acrobat Pro

Salary:

- Range A09 (\$38,339 - \$41,536)

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.
- Only completed online applications submitted on or before the posted deadline will be considered.
- **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.**

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 , 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/500334/clerk-typist-office-of-the-provost>.