



To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Close Date: July 14, 2024

Job Title: Program Assistant, Communication Studies

NJ CSC Job Spec Code & Title: 80081 - Program Assistant Administrative Services

Job Category: Classified - Non-Competitive, Non-Exempt, 35-Hour Workweek

Union Description: CWA

Class Code: 16

Internal Salary Range: P16/\$48,056.98-\$67,611.10

External Salary Range: P16/\$48,056.98-\$54,575.02 (Steps 1-4)

The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.

The external salary range is used for candidates who are not NJ state employees who meet the requirements below.

Position Summary:

The Department of Communication Studies at the College of New Jersey is currently seeking highly organized and dynamic candidates for a Program Assistant role. The selected candidate will provide a range of support to the department chairperson, faculty, and students, as well as coordinate the administrative coordination of the department, as directed by the department chair. They will also act as administrative liaison with other academic and administrative units on campus and collaborate with staff in other departments and campus units.

The School of the Arts and Communication educates students in our disciplines and serves as an advocate for the arts and communication by engaging the campus and larger community. We cultivate social inclusiveness, intellectual curiosity, technical mastery, disciplinary fluency, and an appreciation of the transformative power of creativity. We provide a foundation of core skills to prepare students for diverse and evolving opportunities.

Main Responsibilities:

- Assist with the hiring of student workers, provide supervision and direction, including timesheet review and approval.
- Provide the chair and department faculty with writing assistance and writing support in preparation of official correspondence.
- Provide rationale for budget requests, grants, and fellowship applications. Provide budgetary organization and assistance.
- Develop faculty, and course schedules each semester, and provide assistance with student registration and advisement, including first study abroad.
- Coordinate, track, and monitor student enrollment in concentrations and classes.
- Collaborate with the chair to develop new support initiatives, including, but not limited to learning outcomes, assessments, community, engagement, learning, and undergraduate internships.
- Coordinate arrangements for faculty and student travel, visiting speakers and scholars and other campus events.



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- Maintain a database of student awards and post graduate accomplishments.
 - Oversee the design of public relations materials, including departmental brochures and its website, publicizing the department, sponsored programs and events, including screenings,
 - Collaborate with faculty and student advisory board to coordinate and schedule advising programs to assist students.
 - Create efficient, administrative workflow by maintaining and updating electronic and paper documents, and coordinating and maintaining department sponsored functions, including invited speakers, screenings, and presentations.

Required Qualifications:

- Graduation from an accredited college or university with a bachelor's degree.

Substitution: Applicants who do not possess the required education may substitute additional professional experience on a year-for-year basis with one year of such experience being equal to 30 semester hour credits.

Possession of an associate's degree; and two (2) years of professional administrative experience may be substituted.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Preferred Qualifications:

- Expertise with standard office software and hardware, including Excel, Microsoft Word, Google Office Suite, etc.
- Prior experience with graphics software (Canva, Adobe, etc.)
- Prior experience with HelioCampus, Business Objects reporting, Taleo, Oracle Cloud.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.
- **Residency Requirement:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

About TCNJ:

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public



higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Employee Benefits:

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!

Application Instructions:

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants:

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. 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.