



VACANCY ANNOUNCEMENT

Professional Services Specialist 3, Administrative Services

Job Number: 500489
Category: Professional
Department: College of Science & Mathematics
Close Date: 4/17/25 (11:55pm)
Location: Glassboro, NJ

Summary:

The College of Science & Mathematics at Rowan University is seeking a Lab Procurement and Operations Coordinator. This position supports the lab procurement and operations needs of the Biological & Biomedical Sciences, Chemistry & Biochemistry, and Physics & Astronomy departments within the college. This position reports to the Dean's Office Assistant Director, Budget & Finance.

• Procurement Responsibilities:

- Coordinate procurement activities for teaching labs within the College of Science & Mathematics, including purchasing supplies, consumables, and equipment.
- Solicit verbal and written quotations for goods and services from vendors, submit requisitions, and place orders.
- Obtain sole source and contract justifications, ITAP approvals, initiate new vendors, and ensure timely invoice payment
- Create and maintain standing orders with frequent vendors, tracking balances and processing change orders as needed
- Track expenditures using spreadsheets and process lab-related reimbursements, and interdepartmental billing utilizing departmental charge authorizations.
- Troubleshoot procurement-related issues and resolve budget insufficiencies.
- Collaborate with Budget, Accounting Services, and Contracting & Procurement to ensure compliance with university and NJ State regulations.
- Coordinate billing and track receipt of equipment usage payments from internal and external users of CSM lab equipment ensuring timely billing and receipt of funds.

• Operations Responsibilities:

- Assess current processes to identify opportunities for efficiency improvements and cost savings, particularly for lab consumables, equipment, and instrumentation.
- Monitor and track weekly deliveries of cryogenics and gases shared by multiple departments, ensuring compliance with vendor allocation limits and interdepartmental expense billing and tracking.
- Develop and maintain up-to-date Standard Operating Procedures (SOPs) for all lab-related purchasing and deliveries.
- Work closely with department technicians to maintain accurate laboratory inventories, including chemicals and consumables.
- Work closely with Rowan's Environmental Health & Safety (EH&S) and other campus technicians to ensure and maintain chemical safety and compliance.
- Collaborate with Dean's Office to establish chemical and consumable storeroom to serve departments in Science Hall.
- Assists with maintenance of the laboratory facilities, equipment, and instruments.
- Manage loading dock operations, ensuring it is organized and accessible for deliveries.
- Coordinate unloading, unpacking, and inspection of shipments, ensuring conformity with orders, that stock is in good condition, and that items are delivered to appropriate locations and stored properly.
- Supervise, train, and effectively manage student workers assisting with delivery distribution or storeroom functions.
- Develop a comprehensive knowledge of university policies, procedures, and relevant laws and regulations.

- Other duties as assigned

Qualifications:

- Experience involving data management which includes independent collection and interpretation of data, preferably in relation to University policies and procedures.
- Ability to perform budget analysis to determine whether obligations, expenditures, and requested allotments are within funding limitations in the approved budget
- Ability to prepare clear and accurate reports containing findings, conclusions, and recommendations.
- Ability to evaluate current processes, develop methods for improvement, and meet established objectives.
- Strong analytical and data management skills, and attention to detail.
- Ability to effectively manage multiple competing priorities.
- Proficiency with a range of technologies, ability to quickly learn new tools and systems, and adapt easily to changing environments and requirements.
- Ability to establish and maintain cooperative working relationships with other staff and organizations.
- Excellent written and verbal communication skills, attention to detail, ability to multitask, and meet deadlines required.
- Proficiency with Microsoft Office, Google Drive and Documents, and video conferencing is required.

Preferred:

- Experience with procurement and/or handling chemical/biological materials in an academic or industrial setting.
- Experience with lab safety procedures
- Graduation from an accredited college with a bachelor's degree in Biological Sciences, Chemistry, Biochemistry, Physics or closely related field
- Minimum of 1 year of relevant laboratory or related technical work experience in an academic or industrial setting (that can be concurrent with pursuing the B.S. degree)

Requirements:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in different aspects of administration and business practices; including design and implementation of policy and procedures, vendor service contracts and improving and updating management practices.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

Salary:

- Range P21 (\$62,164-\$70,779)

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.

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/500489/lab-procurement-and-operations-coordinator-pss3as-college-of-science-mathematics>.