



## VACANCY ANNOUNCEMENT

### Clerk Typist

**Job Number:** 499900  
**Category:** Administrative-Clerical  
**Department:** History  
**Close Date:** 9/12/2024 (11:55pm)  
**Location:** Glassboro, NJ

### Description of Position:

The Department of History is seeking a full-time Clerk Typist with strong communication and problem-solving skills who is interested in working collaboratively. The ideal candidate will be well-organized, detail-oriented, resourceful, and self-directed, with the ability to prioritize and multi-task. The candidate will report directly to the chair of the department.

### Duties & Responsibilities:

- Provide service as needed to the department chair, faculty, students, visitors, and callers.
- Meet with the department chair and faculty as needed in order to coordinate and plan activities.
- Serve as a channel of communication pertaining to all departmental correspondence, both internal and external to Rowan University and manage departmental calendars.
- Manage department's financial accounts which include operational, global, grant, start up and seed funding.
- Coordinate fiscal procedures and assist in submitting budget requests and budgetary planning, as with tracking budget expenditures, entering requisitions and purchase orders, and making budget transfers.
- Collaborate with the department chair in the preparation and submission of course scheduling information using the university's reporting model, as well as any necessary changes to scheduling using the University Change Authorization Form.
- 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:
  - Self-Service Banner (Department Web Timekeeper for time sheet approvals, budget, requisitions, and student files)
  - Banner 9 (for purchase requests and budget and finance inquiries)
  - SFASRPO (for entering registration overrides and waivers for students)
  - 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.
- Assist with the contracts for adjuncts and professional staff.
- Assist faculty in organizing student events, such as welcome back reception, annual banquet, etc.
- Review travel expense requests using Concur for accuracy and communicate with faculty as needed.
- Prepares and distributes course-related information and announcements, flyers, and booklets.
- Coordinate mail delivery.
- Assist in the planning and scheduling of departmental meetings and request/reserve meeting space using 25Live.
- Assist with recruitment events.
- 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.

**Qualifications:**

- Strong organizational skills
- Excellent communication skills
- Experience with Banner, RSN, Google Office Suite, MSWord, Excel, PowerPoint, and Publisher
- Two (2) years of experience in secretarial and administrative clerical work.

**Salary:**

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

**Note:**

- 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 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](mailto: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/499900/clerk-typist-department-of-history>.