



## VACANCY ANNOUNCEMENT

### Clerk Typist, Human Resources

**Job Number:** 498738  
**Category:** Administrative  
**Department:** Human Resources  
**Close Date:** 07/27/2023 (11:55pm)  
**Location:** Glassboro, NJ

#### Summary:

- Under supervision, types and also performs routine, repetitive, clerical work and customer service tasks of a varied nature; does other related duties as required.

#### Duties:

- Answers routine inquiries received via phone, personal visit, email, and voicemail; screens more complex inquiries before forwarding to the appropriate area for follow up and/or response.
- Oversee I9 Processes for the University – Responsible for I9 compliance and accuracy.
  - Support departments in completing I9s for new hire and rehires.
  - Ensure I9s are completed within the federally mandated timeframe and keep departments aware of upcoming deadlines.
  - Ensure international employees maintain up to date work authorization and reverify as necessary.
  - Respond to inquiries from administrators and new hires regarding I9 completion.
  - Complete I9 audits as necessary
- Enters employee address changes in Banner.
- Administer Typing Tests and records results.
- Enters transcripts in Banner.
- Assists all office areas with mail.
- Assists with File Management.
- Types Verification of Employment Letters.
- Sends New Employee Orientation email invites.
- Performs additional general office duties.
- Assists with Pension/Benefits tasks.
  - Distributes retirement/resignation notices to authorized parties.
  - Process Vision Care Claims for Reimbursement.
  - Assists with Pension Certifications.
- Performs other related duties and projects as assigned.

#### Requirement:

- 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.
- Due to the nature of this position, confidentiality must be maintained at all times.

#### Preferred Qualifications:

- Previous general office experience.
- Records Retention.
- Specific records and Banner experience.

- Knowledge of word processing and spreadsheet software and the ability to operate Windows Office software applications.
- Knowledge of integrated information systems, i.e. Banner.
- Understanding of current I-9 procedures as directed by the USCIS.

**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](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/cw/en-us/job/498738/clerk-typist-office-of-human-resources>