



VACANCY ANNOUNCEMENT

Assistant Supervisor 4, Administrative Services

Job Number:	500167
Category:	Professional
Department:	Wellness Center
Close Date:	1/17/25 (11:55pm)
Location:	Glassboro, NJ

The Wellness Center at Rowan University is searching for the next Chief of Emergency Management Services (EMS). The Wellness Center is complex and fast-paced, consisting of four high-demand departments: Counseling & Psychological Services, Emergency Medical Services, Student Health Services, and the Shreiber Pet Therapy Program. Operating more than four decades, EMS is a unique hybrid department which is also a sanctioned student government association group which has evolved into a high-quality, decorated organization.

Under the direction of the Director of the Wellness Center, the successful candidate will be responsible for managing the clinical and non-clinical, complex EMS operations delivered to the Rowan community by a team of staff, student staff and student volunteers.

Maintaining a high level of confidentiality is imperative in this role. We seek individuals who provide excellent customer service, are collaborative in nature, have strong communication skills, maintain healthy boundaries, and possess the ability to manage a challenging workload while creating a positive atmosphere. Experience with electronic health records and computer skills are also important.

The Wellness Center has staff that are diverse in many ways, and we strive to mirror the population we serve in the Rowan University community. We serve students in ways that support and affirm all their identities. As we search for our next Chief, we welcome candidates who will continue to expand our reach to marginalized and under-represented students, including but not limited to BIPOC, international, first-generation, veterans, those with disabilities, and LGBTQ+. Our ideal candidate possesses an understanding of intersectionality and how it impacts the daily lives of students.

Functional Areas of Responsibility:

Operations

- Work in collaboration with the Director of the Wellness Center to ensure the development, support, and administration of the complex operations which support the overall functioning of the Wellness Center.
- Establish policies and Standard Operating Procedures (SOPs) for Emergency Medical Response, patient transport and treatment, and the university's public access defibrillator program.
- Manage technology and equipment, including but not limited to the emergency vehicle fleet, computers, tablets, phones, pagers and radios.
- Review all patient charts for quality assurance.
- Maintain staffing by ensuring contracting, on-boarding, logistics and training are handled in a timely fashion.
- Ensure emergency medicine coverage of all university music, athletic, and charity events. This includes land search and rescue operations during the summer months.
- Ensure proper coverage and supervision of incidents requiring mass care of ill or injured persons. This includes ensuring proper documentation is completed.
- Maintain valid certifications for EMT, CPR instructor, emergency vehicle driving instructor, van driving instructor. As well as maintaining the ability to teach the expanded scope version of the basic life skills training.
- Manage shift schedules for emergent and non-emergent transportation.

Administrative

- Consult with the Directors to resolve problems and concerns of the Center, including but not limited to, staffing, budgets, policies, building, etc.
 - Managing budgetary and purchasing activities, including but not limited to; vendor contacts, contracts, main.
 - Coordinate with Gloucester County EMS to plan the Rowan-hosted annual clinical education symposium.
 - Execute reports upon request.
 - Serving on committees to enhance staffing and operations.
 - Other duties as assigned.
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Qualifications

- Certified Emergency Medical Technician with 5+ years of experience.
- Bachelor's degree preferred.
- Previous supervisory experience.
- Ability to work in a fast-paced, ever-changing office.
- Proficiency in Microsoft Office, Google programs and electronic health record systems
- Meticulous attention to detail.
- Discretion and professionalism in dealing with sensitive information.
- Strong interpersonal communication, customer service skills, and excellent telephone etiquette.
- Cross-cultural sensitivity.
- Ability to be well-organized and task-oriented, perform effectively under pressure and adapt to changing demands and priorities.
- Accurate data entry and record-keeping skills; experience creating reports, charts, and tables.

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.

Five (5) years of professional experience in review and analysis of administrative practices, policies, and operations; including making recommendations.

OR

Possession of a Bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey.

SALARY:

- Range P20 (\$59,430-67,632)

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.
- As required by the State of New Jersey, must complete a criminal history check .
- All positions are contingent upon budget appropriations.
- 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/500167/chief-of-emergency-management-systems-assistant-supervisor-4as-wellness-center>.