



## VACANCY ANNOUNCEMENT

### Clerk Typist, Office of Clinical Experiences – College of Education

**Job Number:** 498381  
**Category:** Administrative  
**Department:** College of Education  
**Close Date:** 03/22/2023 (11:55pm)  
**Location:** Glassboro, NJ

#### Summary:

The Office of Clinical Experiences is located within the College of Education, the oldest college on campus which serves approximately 2,500 students at the graduate and undergraduate levels. The Office of Clinical Experiences (OCE) is dedicated to ensuring that all College of Education students receive clinical experience placements in schools that meet the standards established by the College of Education, the New Jersey Department of Education and all accrediting bodies. In addition, the office is responsible for supporting candidates applying for certification through the New Jersey State Department of Education. OCE supports the College of Education's commitment to addressing issues of access, social justice and equity.

#### Duties:

- Implement established clinical experience/practice placement process for assigned graduate level programs effectively and efficiently to secure placement for clinical interns and other school support professionals
- Provide instruction and guidance as needed to students, faculty and staff regarding placement policies, school district policies and other placement requirements
- Process all contracts for Cooperating Teachers/Mentors including ensuring all required documents are completed accurately and efficiently and submitted to the appropriate university department in accordance with established policies
- Process Professional Development certificates for Cooperating Teachers/Mentors at the conclusion of each placement period
- Data entry using the Tk20 Assessment system, ensuring placement data is entered accurately and efficiently
- Prepare placement data reports for both internal and external use as needed
- Maintain regular contact with assigned school district partners to secure placements for undergraduate clinical interns via email and telephone calls, ensuring district partners receive all required information and documentation for successful placement
- Assist with instruction, guidance and compliance monitoring for student criminal history clearance and TB test requirements
- Serve as a liaison between Rowan University's general counsel, the College of Education and the school districts in the affiliation agreement process
- Maintain essential/confidential records and files
- Service as office liaison for assigned program and/or department meetings within the College of Education
- Other related tasks as assigned

#### Minimum Qualifications:

- Excellent written and verbal communication skills
- Demonstrated ability in utilizing technology
- Ability to work collaboratively with colleagues within the department and college as well as school district personnel throughout New Jersey
- Ability to perform detailed work with a high degree of accuracy in a high volume, deadline-driven environment
- Ability to multi-task effectively and efficiently
- Commitment to addressing issues of diversity, access, social justice and equity

**Preferred Qualifications:**

- Familiarity with the region and with New Jersey public school organization and related regulations
- Experience in a higher education setting
- Experience with Self-Service Banner and INB

**Requirements:**

- 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.

**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/498381/clerk-typist-placement-assistant-office-of-clinical-experiences-college-of-education>