

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Academic Support and Media Specialist, (PSS3), AFT (Unclassified)

Requisition Code:

S2200594

Location:

Galloway - Main Campus

Job Category:

AFT Professionals

Department:

Social & Behavioral Sciences (240005)

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

Work Hours:

M-F 9am-5pm, occasional evening & weekend hours

Posted Date:

12/07/2022

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Advise students in SOBL majors or classes taught by SOBL faculty (more than 25% of Stockton offerings) during drop-in appointments. Edit and maintain the SOBL website and social media accounts. Support the Assistant Dean and Faculty at student-centered events. Assist faculty with inquiries regarding schedule changes and classroom assignments. Serve as liaison to the Office of Research and Sponsored Programs for Scholarly and Professional Activity reporting. Coordinate technology-related purchases and maintain inventory of SOBL-owned computers and related equipment.

Responsibilities:

- Advise students in SOBL majors or classes taught by SOBL faculty (more than 25% of Stockton offerings) during drop-in appointments. Meet with students one-on-one to discuss program curricula and graduation requirements
- Evaluate student registration issues and interact with other Schools as needed on behalf of student (and/or faculty member). View and interpret degree evaluations, curriculum worksheets, and degree maps
- Make recommendations for current and future course registration. Issue permits for courses and direct register students, as needed. Work with students on alternate course choices when classes are cancelled. Monitor registration reports to address missing course pre-requisite issues
- Respond to student registration-related inquiries from other Schools and departments, as needed
- Edit and maintain the SOBL website and social media pages. Continually monitor to keep program- and School-specific information, and links, up-to-date
- Post information on SOBL-related Events and news items, on both the SOBL website and social media accounts
- Add new webpages and social media/website content as needed. Collaborate with University Relations and Marketing to stay current on best practices
- Support the Assistant Dean and Faculty at student-centered events. Assist with New Student Orientation by providing curriculum information and advice on course selection to new students
- Assist with planning for prospective student events (Discover Stockton, Experience Stockton, Instant Decision Days), including ensuring timely preparation of all necessary informational materials
- Attend events as needed to meet with prospective students and their families to answer questions about SOBL programs, curricula, and other inquiries. Support faculty-led presentations and Q & A sessions
- Assist faculty with inquiries regarding schedule changes and classroom assignments.
- Serve as liaison to the Office of Research and Sponsored Programs for Scholarly and Professional Activity reporting. Solicit and collect activity information from faculty on a quarterly basis; ensure proper formatting prior to submission
- Coordinate technology-related purchases and maintain inventory of SOBL-owned computers and related equipment
- Other duties as assigned

Required Qualifications:

- Bachelor's degree from an accredited college or university
- Basic knowledge of web design standards and social media applications

- Professional experience working directly with college students on issues relating to course selection
- Proficiency in Microsoft Office applications - Word, Excel, and PowerPoint, or comparable software suites
- Excellent written communication skills

Preferred Qualifications:

- Master's degree in a related field
- Five (5) years of professional experience in higher education, in an academic-focused environment
- Familiarity with Ellucian Banner and Degree Works (or comparable student information systems and degree evaluation platforms)

Required Documents:

Letter of Interest, Resume, Unofficial Transcripts

How To Apply:

Screening of applications begins immediately and will continue until the position is filled.

Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. *You may upload documents using Microsoft Word or PDF*

1. A letter of interest describing specific skills and experiences
2. A current resume
3. Unofficial transcripts
4. A list of three professional references (included in the application): Name, Organization, Email address and Telephone

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), 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 , or call CSC at (833) 691-0404.

Click [here](#) to apply.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.

- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.