Program Assistant, Administrative Services

Job Number:	499485
Category:	Professional
Department:	Enrollment Management
Close Date:	5/9/2024 (11:55pm)
Location:	Glassboro, NJ

Job Description Summary

The Document Imaging Specialist is a member of the Admissions Operations team that will support the functions of the Enrollment Management division as it relates to application document processing. Transfers paper and virtual documents into the records management system (OnBase). Responsibilities include preparing, scanning, indexing, and performing quality checks on documents prior to placement into OnBase.

Essential Duties:

- Operates scanning software and scanning equipment
- Scans and imports all documents received daily into the document management system (OnBase)
- Indexes scanned and imported documents.
- Reviews scanned and imported documents for quality
- Serves as a main contact with the technical team for OnBase, and supports any system updates or troubleshooting.
- Works closely with the enrollment team and interdepartmentally with the Registrar
- Acts in accordance with FERPA
- Maintains the privacy of all records
- Supports and/or backups all functions and processes of the department
- Responds to general applicant emails
- Other reasonable duties as assigned

Minimum Qualifications:

- Bachelor's degree required. Applicants who do not possess the required education may substitute experience on a year for year basis.
- Ability to communicate clearly verbally and in writing, as well as customer service skills.
- Attention to detail, organizational skills, ability to follow instructions and ask questions
- Strong computer literacy, Working knowledge of computer application techniques such as word-processing, spreadsheets and databases

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 different aspects of administration and business practices; including design and implementation of policy and procedures, vendor service contracts and improving and updating management practices.
OR
Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

"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.

Preferred:

- Experience in an admissions office
- Ability to work collaboratively and independently
- Experience with ScanPro, Hyland OnBase, Slate CRM or Ellucian Banner, ServiceNow

Salary:

- P16 (Step 1 $48,056)

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.
- 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/499485/document-imaging-specialist-program-assistantas-enrollment-management.