

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

Title:

Academic Services Specialist (PSS3) - School of Natural Sciences and Mathematics (Unclassified)

Requisition Code:

S2200593

Location:

Galloway - Main Campus

Job Category:

AFT Professionals

Department:

Natural Science & Math (230005)

Salary:

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

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.

Stockton University is seeking to fill the position of Academic Services Specialist in the School of Natural Sciences and Mathematics (NAMS), a full-time AFT Professional Services Specialist 3 (PSS III) staff position. The School of Natural Sciences and Mathematics employs eighty full and part-time faculty, fifty-three adjunct faculty and thirty-nine staff. The School enrolls approximately 1,330 students in the following undergraduate programs: Biochemistry and Molecular Biology, Biology, Chemistry, Environmental Science/Studies, Geology, Marine Science, Mathematics, Physics and Sustainability. Master's degrees in Environmental Science, Data Science and Strategic Analytics, and Coastal Zone Management are offered through the School Natural Sciences and Mathematics. The Marine Field Station and Coastal Resource Center are also under the School of Natural Sciences and Mathematics.

Responsibilities:

Under the direction of the Assistant Dean of NAMS, the responsibilities of the Academic Services Specialist will include, but are not limited to:

- Assist all functions associated with scheduling academic year and summer courses for NAMS
 - Distribute and collect course scheduling materials from Program Chairs and Coordinators
 - Interact with the Office of the Registrar to schedule classes and classroom assignments
 - Prepare semester course schedules for 9 undergraduate programs and 3 graduate programs
 - Review schedule submissions for course conflicts, enrollment, modality, and module distribution
 - Run reports and analyze data for projection of course sections, budget, adjunct coverage and overload needs, modality and module distribution, course rotation planning and report preparation
 - Coordinate with Program Chairs and School of Health for scheduling service courses
 - Coordinating with Program Chairs, monitor enrollments, adjust course caps and sections to meet student demand and budgetary prudence
 - Improve course scheduling processes and accuracy
 - Provide support to Program Chairs, regular faculty and adjunct faculty in planning course offerings, modality interpretation and selection, effective days/times/location selections
 - Create new course entries and upgrade current records in Banner Course Inventory through the Workflow system, collaborating with the Program Chairs and Registrar's Office
- Assist with student course registration
 - Primary contact for managing and issuing overrides and permits for students during current student registration and new student orientation
 - Coordinate with other office staff members for coverage for overrides, develop resources and help with training, process improvement for efficiency
 - In collaboration with Program Chairs and Preceptors, advise students needing schedule changes
 - Serve as a preceptor (advisor) as needed
 - Coordinate with the Schools of Health, Business, Education, and Advising Office on student registration overrides and priority registrations for service courses
 - Collaborating with Program Chairs, pre-register first-year students, particularly should the current pilot advances to full-scale application in the future

- Help with organizing, preparing, and conducting new student orientation/registration sessions (in-person and virtual), check student schedules and follow-up for correction of errors
- Course drops for students on the pre-req unmet list and follow ups for assistance
- Monitor, analyze data on overrides and course failures to identify improvements for course- and pre-requisite alignments for student success
- Assist with faculty workload calculations and reporting
 - Assist with collecting and compiling regular and adjunct faculty workload projections
 - Monitor faculty course assignments, course releases and alternate assignments for workload compliance
 - Compile reports and assist with developing budget projections for adjuncts, course overloads and non-instructional assignments
 - Assist the Assistant Dean with data entry for regular and adjunct faculty pay processes
 - Assist with adjunct faculty contracts each semester
- Assist with academic semester completion including missing grades follow up, work with programs to facilitate and report Program Distinction, commencement planning and onsite facilitation
- Assist with NAMS student support efforts, STEM outreach initiatives, and recruiting efforts
 - Provide support for NAMS student success efforts including community building and tutoring initiatives
 - Assist the Assistant Dean with addressing student academic and related concerns
 - Support NAMS recruitment efforts as needed
 - Provide support for community-based projects and STEM outreach program development, execution, and evaluation
- Assist as needed to proofread NAMS webpages, Bulletin, Degree Works, and other material for curricular content
- Perform other projects and duties as assigned by the Dean and Assistant Dean of the School of Natural Sciences and Mathematics, Provost, and Vice President for Academic Affairs

Required Qualifications:

- Bachelor's degree from an accredited institution
- At least 2 years of experience in supporting college or high school students at an academic institution
- Experience with data management (handling, sorting, analyzing, preparing reports, presenting)

Knowledge, Skills and Abilities:

- Strong problem-solving, critical thinking, logical reasoning, and analytical skills
- Ability to manage multiple projects and priorities while maintaining attention to details
- Experience promoting student academic success (e.g., course performance improvement, retention)
- Ability to input and manipulate data in both Microsoft Excel and Google Sheets
- Strong verbal and written communication skills
- Strong interpersonal skills, ability to work independently and on teams in a highly collaborative environment
- Experience with Microsoft Office Suite and Google Workspace

Preferred Qualifications:

- Knowledge or previous experience with educational data or upper-level data management skills
- Experience with advising and supporting students

- Experience working with student information systems (e.g., Banner) and curricular or course audit tools (e.g., Degree Works)
- Master's degree from an accredited institution
- 4+ years of experience in responsibilities related to this position
- Work experience at a college or university

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.