

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Professional Services Specialist 3, Admin NE – Office of the Provost (Classified)

**Requisition Code:**

492491

**Location:**

Galloway – Main Campus

**Job Category:**

Professional

**Department:**

Office of the President

**Salary:**

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits package

**Work Hours:**

M-F, 9a-5p or 8a-4p

**Posted Date:**

5/16/2023

**Close Date:**

5/30/2023

**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](http://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.

**Brief Job Overview/Summary:**

The Professional Services Specialist 3 will assist the Associate Provost in overseeing personnel, position control, and administrative support to the Office of the Provost. They will also provide calendar coordination for the Associate Provosts, support for events sponsored by the Office of the Provost of Division of Academic Affairs, and assist with developing and implementing initiatives in the Division of Academic Affairs.

**Descriptions of Essential Duties/Responsibilities:**

Under the direction of the Manager, Academic Personnel and Administration, the Personnel Assistant is responsible for the following:

- Personnel Administration
- Ensure smooth process for academic affairs searches
- Provide administrative support to searches out of the Office of the Provost
- Maintain records of faculty and staff within Academic Affairs
- Other personnel actions/reports
- Oversee the successful administration of Academic Affairs Board of Trustees materials as they relate to personnel actions
- Assist with and attend events sponsored by the Office of the Provost, Division of Academic Affairs, or the University
- Conduct research and assist the Provost with information gathering, plans of operation, and any other immediate tasks that need to be completed to ensure smooth operation of the Division of Academic Affairs
- Serve as the divisional representative as steward on University-wide listservs and other committees, tasks forces, or initiatives as appropriate
- Manage the Office of the Provost email account
- Establish and maintain positive professional relationships to assist reporting units and inter-divisional partners in ongoing efficacy and efficiency
- Perform other duties as assigned by the Manager, Academic Personnel and Administration or Provost and Vice President for Academic Affairs

**Required Qualifications:**

- Bachelors Degree

**Preferred Qualifications:**

- Masters Degree

**Screening Information:**

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

**How To Apply:**

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

**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](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.**

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing specific skills and experiences
- A current resume or curriculum vitae

Click [here](#) to apply. Email all necessary documentation to [Stockton.same@stockton.edu](mailto:Stockton.same@stockton.edu).

**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](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.