



VACANCY ANNOUNCEMENT

Professional Services Specialist 4, Administrative Services

Job Number:	500020
Category:	Professional
Department:	College of Engineering
Close Date:	10/21/24 (11:55pm)
Location:	Glassboro, NJ

Summary:

Under the direction of the Dean of the Henry M. Rowan College of Engineering, provides support for the Office of the Dean. The Dean's Office seeks an individual with prior administrative experience, strong communication, organization and management skills and who has the ability to collaborate with a dynamic team. This position is responsible for coordinating all administrative aspects of the Dean's Office.

Primary Duties:

- Manages the Henry M. Rowan College of Engineering Dean's Office
- Assists the Dean, Vice Dean, Associate Dean for Research, Associate Dean for Industry Partnerships, and Assistant Dean for Strategic Planning
- Serves as the main point of contact for all external visitors and constituents to the Dean's Office
- Assists in keeping organization of all budgets for the Dean's Office
- Manages building and lab access via RS2 software including Google Form request process
- Hire, supervise, and assign tasks to all student workers for the Dean's Office
- Fulfill Departmental Time Keeper responsibilities for the Dean's Office including ensuring timely submission in Web Time Entry for all student workers and staff
- Processes all requisitions, reimbursements, Independent Contracts, IRT orders and supply ordering for the Dean's Office and tracks to completion
- Assist all Dean's Office staff with Concur Travel and all travel arrangements
- Coordinates, allocates, and maintains all Dean Office credit card purchases
- Maintain policies and procedures developed through the Dean's Office and ensure other departments are maintaining the same policies and procedures
- Work with various other departments such as the President's Office, Provost's Office, Advancement, IRT Facilities, etc. on plans and issues
- Assist in various events specific to the College of Engineering
- Perform other tasks as assigned by supervisor

Requirements:

- Demonstrated experience supporting faculty, staff, and students
- Strong background and knowledge of accounting and finance procedures specifically within the Banner 9, Banner Self Service system, Rowan Account and Commodity codes
- Demonstrated experience comprehending, analyzing, interpreting, and applying State and grant established law, regulations, procedures, precedents, and guidelines.
- Demonstrated experience with NJ State guidelines and Rowan University procurement policy and procedures including establishing new vendors(NJSTART, Chapter 51, NJBRC) bid thresholds, uniform guidance compliance, Sole Source, Contracts.
- Demonstrated expert knowledge with processing Independent Contractors specifically following Rowan HR and Procurement guidelines
- Prior experience communicating with and coordinating with government officials, liaisons and VIP's (i.e. Department of Defense, NJ State Senators and Congressmen)

- Strong computer skills including proficient knowledge with Word, Excel, Google Drive
- Demonstrated expert experience with processing Concur travel request(s) and expense report(s) in accordance with Rowan Travel Policies
- Expert user of the following systems and form: Equifax, PageUp, 25Live, Cognos, Rowan Works, Concur, Paper Travel forms, Outlook, Bank of America, ITAP and IRT Support Portal, Amazon Business, Office Depot, DCA's, and within Banner Self Service: Web Time Entry, EPAF's, Special Assignment Contracts, Summer Non Teaching forms
- Prior experience coordinating events using State appropriate and grant funds following CRF 200 guidelines
- Effective analytical, organizational, conflict resolution, and communication skills
- Excellent oral and written communication skills
- Experience with building cross-functional alliances across multiple departments
- Experience with training personnel and graduate and undergraduate students in proper procedures and policies
- Team player experience building effective working relationships with faculty, professional staff, administrators, and students

EDUCATION:

- Graduation from an accredited college with a Bachelor's degree. Applicants who do not possess the required education may substitute experience on a year for year basis.

EXPERIENCE:

- At least two (2) 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.

REQUIREMENTS:

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.

NOTE: "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.

Salary:

- Range P18 (\$54,351-\$61,783)

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.
- Only completed, online applications submitted on or before the deadline will be considered.
- 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.

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: [Rowan HR - Details - Professional Service Specialist 4-AS, Office of the Dean, College of Engineering.](#)