



VACANCY ANNOUNCEMENT

Program Assistant, Administrative Services

Job Number: 500269
Category: Professional
Department: The Wellness Center
Close Date: 2/13/25 (11:55pm)
Location: Glassboro, NJ

Under the direction of the Director and Office Manager of The Wellness Center, this employee will manage the satellite office; coordinate all case assignments; complete chart audits and ledger billing; and assist in scheduling all Psychiatry appointments and substance use screenings referred by the Dean of Students Office. This Program Coordinator will also provide back-up to front office operations during down times.

In addition to working closely with the other departments within The Wellness Center, this employee works with university staff and faculty across a variety of departments including Student Life; the Dean's Office, Community Standards; and Facilities. This employee provides confidentiality, accuracy and integrity of client interactions and records.

Our staff is diverse in many ways and we strive to mirror the population we serve in the Rowan University community. Rowan serves students in ways that support and affirm all of their identities. We welcome candidates who will continue to expand our reach to marginalized and under-represented students, including but not limited to persons of color, international, first-generation, veterans, those with disabilities, and LGBTQ. Our ideal candidate possesses an understanding of intersectionality and how it impacts the daily lives of students.

Functional Areas of Responsibility:

- Mental Health Case Assignment
- Ledger Billing
- Scheduling
- Office Management

Qualifications:

Education:

- Bachelors degree is preferred.

Experience:

- We seek individuals who are provide excellent customer service; are collaborative in nature, have strong communication skills, maintain healthy boundaries, and possess the ability to manage a challenging workload while creating a positive atmosphere. Experience with electronic health records and computer skills are also important. Our ideal candidate has experience in a mental health clinic or facility and has worked in higher education.

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.

Four (4) years of professional position-related experience.

OR

Possession of a bachelor's degree from an accredited college or university.

OR

Possession of an associate's degree; and two (2) years of professional position-related 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:

- P16 (\$49,738-\$56,485)

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 application submitted on or before the deadline will be considered.
- Candidate must be legally authorized to work in the US, and the University will not sponsor an applicant for a work visa for this position.
- All positions are contingent upon budget appropriations.

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/500269/clinical-program-coordinator-program-assistant-at-the-wellness-center>.