

## Rowan University Position Description

**Position Title:** Enter the position title

**Division:** Enter the division

**Department:** Enter the department if applicable

**Position summary:** Provide a brief description of the strategic and operational aspects of areas of accountability, responsibility and core competencies (leadership, management, supervisory oversight, budget, strategic and operational aspects) required for the position.

Functional areas of responsibility: list the functional areas for which this position provides oversight. For example:

Leadership

Operations

Budget Control

Labor Relations,

Student Services, e.g., Oversight of student registration activities

**Essential Duties and Responsibilities – this section details the routine tasks, procedures and processes required to perform successfully in the position. Specific statements such as**

Prepare budget requests for midyear adjustments

Conduct budget analysis and projections

Ensure purchases comply with internal and external purchasing guidelines

Payroll - Insure that employees are correctly compensated per contract terms and conditions.

Manage storage and retrieval of student records data. \

Prepare and administer employee performance evaluations.

**This statement must appear on all position descriptions under the essential duties and responsibilities section:**

Perform other related duties as assigned

**Experience:** List practical and managerial related responsibilities for example: Number of years of work experience in a similar environment (10 years progressively responsibility in etc. ). Demonstrated experience building consensus, developing staff, effective interaction with students, management of union employees, program implementation. List any experience acceptable for the position.

**Education:** List degree requirements, for example: Bachelor's required, Master's preferred; PhD required,

**Licensures/Certifications:** List any licenses required, e.g., Licensed in the State of New Jersey to..... or certifications required or preferred, e.g., Certified Public Accountant (CPA) or ASIS Board certification as a Certified Protection Professional is strongly preferred or Certified Drug and Alcohol Counselor or other as related to the position

**Qualifications:** List those qualifications that will assist with success in the position. Examples are:

Ability to maintain appropriate professional confidentiality.

Ability to work in a stressful environment and with great attention to detail.

Demonstrated interpersonal skills and ability to work in a diverse setting

Demonstrated leadership skills with an ability to facilitate a team-oriented approach.

Demonstrated success working within a university or like community

Excellent administrative skills, organizational skills and oral/written communication skills.

Strong organizational and administrative skills, attention to detail, the ability to think creatively and analytically

**Core Competencies:** List the core competencies required for success in the position. Examples are:

Strong interpersonal analytical, and organization skills; conflict resolution skills;

excellent oral and written communication skills; expertise in budget development and management.

**Technology:** Working knowledge of Excel, Microsoft Word, Power Point, e-mail, discipline related software, and Internet or other specific technology related expertise.

**The following statement must appear in all position description:** 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 a position.

**Language Skills:** Ability to: communicate effectively and interact tactfully with all levels of the college staff, students, and trustees; read, analyze, and interpret documents, budgets and contracts; and respond effectively to the most sensitive inquiries or complaints.

**Reasoning Skills:** Ability to: define problems, collect and analyze data, establish facts, and draw valid conclusions.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.