

The Rowan University School of Osteopathic Medicine Health Sciences Library service the needs of medical education, biomedical research, and clinical information needs of Rowan Medicine. The Library is seeking a capable individual to provide general library administrative support and demonstrate both internal and external customer service for library staff, academic partners, and external vendors that provide contracted services. This is a permanent 30-hour per week part-time position with pro-rated benefits.

Duties and responsibilities:

- Plans and schedules the administrative, personnel, and purchasing work of the Health Sciences Library
- Recommends to the Library Director effective utilization of employees, equipment and materials within budgetary requirements.
- Responsible for personnel documentation for the Health Sciences Library; using Rowan University best practices for time and attendance records, ensures timely completion of forms for Human Resources, Payroll, etc.
- Acts as principal business liaison with various administrative departments and units of the School of Osteopathic Medicine and Rowan University Libraries. Responsible for timely follow-up of problems and questions, and maintains a log and documentation of same.
- Oversees the maintenance of Library records and ensures that files and recordkeeping systems meet the needs of the Library.
- Composes correspondence requested by the Library Director; creates and maintains documents and spreadsheets as required.
- Coordinates fiscal procedures within the Library, including budget tracking and control. Ensures that expenditures are in accordance with allocation of funds. Responsible for coordinating PO's, Check Requests, travel reimbursement, etc.
- Compiles and analyzes relevant data from a variety of sources for inclusion in reports or presentation materials. Responsible for preparing reports for presentation to various audiences. Prepares charts, graphs, or tables as necessary.
- Maintains or oversees the Library's Outlook activities calendar. Handles travel and conference arrangements as directed.
- Analyzes and organizes Library procedures and workflow of the office, and recommends improvements as necessary.
- Expedites and coordinates services such as maintenance, repairs, office supplies, equipment, and mail.
- Receives training and adheres to Rowan University compliance standards.
- Keeps abreast of all federal, state and Rowan University regulations, requirements, and policies as they presently exist and as they change or are modified.
- Performs other related duties as assigned.

Schedule: Monday - Thursday 8:00 am - 4:00 pm or Monday - Friday 8:00 - 2:00 (other 30-hour schedules possible)

Requirements:

- Bachelor Degree with a major in Business Admin, Finance, or related field.
- Minimum one (1) year of experience involving the review, analysis and evaluation of financial, organizational, and/or administrative practices in a library, service business or government agency required. Applicants may also substitute business administrative experience as indicated on a year-to-year basis if a Bachelor Degree is not yet complete.
- Demonstrated customer service and emotional intelligence skills required for a coordinating role in team based organizations.
- Working familiarity with Microsoft Word, Excel, PowerPoint, and Outlook.

Preferred Qualifications:

- MBA or MA/MS in Finance or Public Administration
- Experience with Banner budget, accounting, and administrative processes
- Academic Library business or administrative experience

To apply for this position:

Qualified candidates are invited to apply online on the Rowan University job site. The SOM Library values the benefits of a diverse staff. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.

NOTE: 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.