

Position: Asset Management Program Coordinator

Department: Asset Management

Description: The Asset Management Program Coordinator will implement and oversee the lifecycle of technology assets within our organization. The ideal candidate will be responsible for planning, implementing and managing multiple programs within the Asset Management organization. This role will collaborate with various departments, manage vendor relationships, optimize procurement processes, and ensure accurate asset inventory management, including maintaining a comprehensive list of all technological assets. This role encompasses end-to-end management of devices from acquisition to retirement, including asset profiling, database management, procurement coordination, preparation of reports and compliance auditing.

Responsibilities Include:

- Receiving, configuration and distribution of University-purchased technology assets
- Oversee, manage and implement the asset management program in alignment with University objectives
- Coordinate and implement systems and activities related to acquisition, tracking, usage, maintenance and disposal of assets
- Implementation and enforcement of University policies and procedures for asset management throughout entire asset lifecycle
- Facilitate procurement processes to secure competitive pricing
- Consult with stakeholders on equipment requirements and standard options
- Manage the configuration/imaging of new equipment for employee use
- Provide training and support to staff on asset management procedures and systems
- Collaboration with procurement department process on purchases and returns
- Scheduling and coordinating of equipment pick-ups and deliveries
- Installation of University-licensed software not included in standard configurations
- Support, configuring and troubleshooting of technologies including but not limited to:
 - Desktop, laptop, and mobile hardware
 - Troubleshooting issues with campus-supported software
 - Mobile computing technologies such as tablet computers and smartphones
- Oversight of student worker staff
- Act as a liaison between various university departments to facilitate asset management
- Other duties as assigned

Preferred Qualities:

- Successful candidates must be motivational learners, comfortable working independently, and detail-oriented

Required Qualifications:

- Two (2) years of professional experience directly related to the above job responsibilities. This includes working with (but not limited to) operating systems such as Windows 10 and macOS in an Active Directory environment; productivity packages such as Microsoft Office (both Windows and macOS versions), Adobe Master Collection and McAfee Enterprise Protection suite

Position: Asset Management Program Coordinator

Department: Asset Management

- Excellent written and verbal communications and customer service skills
- Ability to work independently and as part of a team
- Strong organizational and time-management skills
- Demonstrable knowledge of:
 - o Mobile technologies such as smart phones (iPhone, Android, etc) and tablet computers (Apple iPad, Surface-line of products, etc.), as well as mobile operating systems (iOS and Android).
 - o Roaming profiles
 - o Computer operating systems such as Windows and macOS

Application Deadline:

Starting Date:

To apply, send a resume along with (3) references to:

TBD

Rowan University

Office of Information Resources

201 Mullica Hill Road

Glassboro, NJ 08028

Or send via e-mail to tbd@rowan.edu

Position: Asset Management Program Coordinator

Department: Asset Management