



VACANCY ANNOUNCEMENT

Program Assistant, Administrative Services

Job Number: 500449
Category: Professional
Department: Wellness Center
Close Date: 4/7/25 (11:55pm)
Location: Glassboro, NJ

Under the direction of the Wellness Center Director and the EMS Chief, the Assistant Chief will function as a leader of the health care team in providing emergent services to a diverse population of students year round. In addition, they will be responsible for coordinating and collaborating with up to 70 student volunteers; as well as coordinating services to all of the campuses which fall under the Rowan University umbrella.

In addition to standard Emergency Medicine Technician responsibilities, the responsibilities of this position include:

- Coordinate and maintain communication with dispatch, the hospital, etc.
- Coordinate and maintain administrative and clinical reporting and communications.
- Assist the Chief with maintaining the Public Access Automated External Defibrillator (AED) program for all Rowan University campuses.
- Coordinate and deliver First Aid and CPR training to groups and individuals, both affiliated and not affiliated with Rowan University.
- Coordinate and deliver safety training to student volunteers and university staff when applicable.
- Coordinates and delivers special event coverage on the three Rowan campuses and mutual aid assignments.
- Other duties as assigned.

REQUIREMENTS:

- Possession of a bachelor's degree from an accredited college or university.
- **Certification:** Applicants are required to possess a current and valid Emergency Medical Technician (EMT) Certification issued by the New Jersey Department of Health. Note: Applicants who possess the higher-level certification as a Mobile Intensive Care Paramedic, or Mobile Intensive Care Registered Nurse Certification, issued by the New Jersey Department of Health, are considered to have met the above certification requirement.
- **License:** Appointees will be required to possess a driver's license valid in New Jersey.
- **Experience:** Applicants should have experience providing basic life support care as outlined by the New Jersey Department of Health Office of Emergency Medical Services. As well as the ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- In addition to treatment services, our ideal candidate will possess experience with coordinating paid and unpaid staff.

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/500449/assistant-chief-of-ems-program-assistantas-wellness-center>.