**Rutgers CM position in Dean for Students office**

<http://uhrapps.rutgers.edu/jobs/JobDetail.aspx?pst_num=13-000784>

Salary = $59661- 89579



[Rutgers University](http://www.rutgers.edu)

Job Details

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| http://uhrapps.rutgers.edu/jobs/images/PrintIcon.jpg |

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| Job Title | CASE MANAGER  |
| Position Number | 13-000784  |
| Posting Date | 04/17/2013 |
| Department | SA-Dean of Students |
| Campus | College Avenue |
| Salary | [Grade 06](http://uhrapps.rutgers.edu/jobs/Info.aspx?ID=13-000784&Req=Salary)  (\* $59661- 89579 ) |
| Retirement System | [ABP](http://uhrapps.rutgers.edu/jobs/Info.aspx?Req=ABP)  |
| Funding | State funded |
| Work Week | [37.5 hrs non-exempt](http://uhrapps.rutgers.edu/jobs/Info.aspx?Req=HRS) |
| Job Description | The Office of the Dean of Students, under the supervision of the Senior Dean of Students, works with students, faculty and staff to create vibrant and inclusive communities which enhance the overall educational and student experience at the five Rutgers New Brunswick campuses. The Case Manager, reporting to the Senior Case Manager for the Dean of Students Office, assists the department on all campuses in New Brunswick to support and case manage students of concern, who may be disruptive and/or present as a significant danger to themselves or others in the university community. The Senior Dean of Students is the designated chair of the advisory body that oversees student safety, including threat assessment and behavioral concerns. The Senior Case Manager for Student Affairs and this position will manage the processes for students presented to this team. Initial investigation, follow up and support of the decisions made by the team regarding these students is the responsibility of the case managers. Meeting with students, maintaining student records, mandated interviews, databases and websites related to this work are the primary responsibility of this position. With oversight from the Senior Case Manager and the Senior Dean of Students, the Case Manager will work with the most complicated students that may also be disruptive in the classroom, in the residence halls, or off campus. |
| Job Requirements | Requires a master's degree in counseling, social work, counseling psychology and education, or a closely related advanced degree appropriate for a case manager with strong administrative skills. A minimum of three years of professional experience working with a student population is required. Five or more years of combined educational background and experience are strongly preferred. The ideal candidate will have clinical and administrative expertise, along with a student affairs background. Possession of or ability to obtain the appropriate license or case management certification is expected. Applicants with a background working with students in an educational and higher educational setting is preferred, as well as experience working with the complexities of a large institution with a significant number of students in crisis. |
| Special Conditions | Please submit cover letter and three references with resume. Applications will be accepted until the position has been filled. |

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[**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**](http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf)
It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, or any other category protected by law.

**New Jersey First Act/Residency Law**
Any individual newly hired by Rutgers after September 1, 2011 will be required to abide by the New Jersey First Act/Residency Law and establish a principal residence in New Jersey, unless their position is on the exempt list or they successfully petition for exemption based on critical need or hardship. New employees will have a full 365 days to establish such residence, from the effective date of hire. For additional information regarding this law visit the University Human Resources website at: <http://uhr.rutgers.edu/jobs/working-rutgers/new-jersey-residency-bill>

**PUBLIC SAFETY INFORMATION**
Information regarding public safety at Rutgers, The State University of New Jersey is available in the annual security report Safety Matters. For each of Rutgers' regional campuses, the report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Rutgers University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. “Safety Matters” is available online at: <http://rupd.rutgers.edu/aboutsafe.shtml>. A paper copy can be obtained at the RUPD headquarters on each campus or by emailing the APS Communications Director at clery@aps.rutgers.edu. The locations of the RUPD headquarters are: Camden Campus: 409 North 4th Street, Newark Campus: 200 University Avenue and New Brunswick Campus: 55 Commercial Avenue.

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