

## **Additional Information:**

### **Housing Systems & Logistics (HS&L) Graduate Coordinator Housing Assignments Graduate Coordinator**

Rowan University's Office of Residential Learning and University Housing is currently searching for candidates to fill the roles of two central office based graduate positions: the Graduate Coordinator of Housing Assignments and the Graduate Coordinator of Housing Systems and Logistics. Alongside fulfilling one of these roles, the selected candidates will work towards their master's degree here at Rowan University.

The central office positions might seem very different than other graduate assistant opportunities at various institutions. These are unique experiences that Rowan University's Office of Residential Learning and University Housing offers, in the hopes that the graduate students in these positions receive a holistic and big-picture view of how a housing office operates; from the front office staff- interacting with students and their families, within the residence halls and apartment complexes and the residential learning staff, to the behind the scenes staff members such as the Facilities department, Registrar, Financial Aid, and Information Resources and Technology Offices to name a few.

Opportunities abound in these positions when it comes to learning the inner workings of a residential housing office. For example, what happens in the summer when all of the residents go home? If you join our team, you will play a lead role in many of our summer projects including furniture renewal, summer school occupancy, housing assignments processes, building renovations, first-year orientation programs, and conference and event services. You will also be an integral part in preparing the 5,500 bed spaces that Rowan offers for residents to occupy for the fall semester, including a direct role in implementing the early-move-in process across campus. In addition to specific skills that you would learn related to housing assignments and operations, you would also have opportunities to see how each of the branches of our office successfully work together to create a residential experience for our students; basically the "nuts and bolts" of how our office functions.

Where this position does align with traditional graduate assistant positions in Residential Life and Housing is the opportunity to select, train and supervise a group of student staff, roles as a hearing officer and judicial board member if desired, join departmental committees and various professional development opportunities, participation in a campus-wide on-call duty rotation, and the training of residential learning staff at all levels.

These positions will give you the skills necessary to pursue a career in your chosen field, whether it be in higher education or beyond. Some skills that you will take with you as a result of your role in the central office will be: superb organization and administrative skills, the confidence to communicate and collaborate with a multitude of departmental offices, the ability to logistically problem solve and troubleshoot in high stress situations, and the chance to be a part of campus-wide, large scale initiatives such as check-in and check-out across campus.

We understand that the life of a graduate student can be stressful, but we are a team that is prepared to support you in all facets of your life while here at Rowan. If you're looking for an experience where you get hands-on training and opportunities to apply your skills every day, the Graduate Coordinator of Housing Systems and Logistics or Graduate Coordinator of Housing Assignments positions are for you. For any questions pertaining to the Graduate Coordinator of Housing Assignments position, please email Natasha Huff at [huffn@rowan.edu](mailto:huffn@rowan.edu). For any questions pertaining to the Graduate Coordinator of Housing Systems and Logistics, please email Ashley Shaw at [shaw@rowan.edu](mailto:shaw@rowan.edu).