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**Graduate Coordinator for Housing Assignments  
2017-2018 Academic Year**

Reporting to the Director for Administrative Services and Assignments, the Graduate Coordinator for Housing Assignments is a 12-month graduate student position serving as a key paraprofessional member of the Residential Learning and University Housing staff. The Graduate Coordinator works closely with professional staff within the department to support the department's housing assignments process and to maintain accurate and complete databases and rosters of all bed space assignments and room changes.

The following description addresses the general duties and responsibilities of the Graduate Coordinator position. This document does not cover all job expectations or specific procedures for completing these responsibilities. All staff are expected to review and abide by additional policies and specific procedures described in other documents including staff manuals, as well as all local, state and federal laws.

**Core Responsibilities of the Graduate Coordinator- Housing Assignments**

- Manage lists, databases, and other data relating to occupancy, room changes, etc.
- Prepare and maintain necessary reports, records, etc., as needed.
- Provide optimal customer service to students and families.
- Participate as departmental team member.
- Assist with coordination of opening/closing in Fall and Spring.
- Attend weekly staff meetings, in-service training sessions, and all appropriate retreats, workshops, or seminars assigned by the supervisor.
- Manage social media accounts for the Office of Residential Learning and University Housing.
- Assume any other responsibilities assigned by the Office of Residence Life/Housing.
- Position begins in summer, works Winter Break and other periods when classes are not in session.

**Duty:**

- Participate in the nightly grad staff duty rotation as assigned.
- Respond to calls to provide assistance to residents as appropriate.
- Assume responsibility for keys, tools, rosters, and other items and keep these items safe and in good condition.
- Participate in summer grad staff duty notation as assigned.

**Emergencies:**

- Intervene in crisis situations by assessing circumstances, responding appropriately, and discerning when additional professional staff or Public Safety should be called.
- Report serious incidents, injuries or illnesses to professional staff.
- Provide assistance to students in obtaining medical care when needed.
- Remain available at the assigned building to assist and support emergency personnel during emergencies unless directed to or given permission to leave.
- Know and be willing to participate in crisis intervention procedures.

**Meetings and Training:**

- Must complete required training during the summer.
- Must attend training full time during the summer training period prior to the opening of the residence for fall semester (specific dates and expectations TBA).
- Must attend and actively participate in in-service trainings throughout the year

**Qualifications and Requirements:**

- Bachelor's degree and at least 1 year of related/transferable residence life/housing or other experience in a university context.
- Excellent organizational and administrative skills.
- Strong communication, interpersonal and counseling skills.
- Ability to work as a flexible, supportive team member.
- Excellent computer skills and ability to work in database systems.
- Must be a full time graduate student in good academic standing making reasonable progress toward a degree objective.
- Must reside in assigned residence.
- Possess effective communication skills in order to successfully approach people, mediate problem situations, and enforce policies.
- Must be easily approachable, friendly, and able to establish rapport with students and parents.
- Ability to use authority with discretion and exercise good judgment.
- Must be able to maintain confidentiality of sensitive student information.
- Must be in good conduct/judicial standing and remain so throughout the term of employment.

**Expected Time Commitment:** The Graduate Coordinator position requires an extensive time commitment. Graduate Coordinators are expected to work up to 25 hours per week. (Normal business hours are Monday through Friday between 8:30 AM and 5:00 PM- Graduate Coordinator hours will need to fall within this timeframe and should be spaced out relatively evenly throughout the week). Commitments during the period prior to opening of the residences in fall as well as during the fall orientation period will be full time (40+ hours).

**Start Date and Term**

The preferred start date for this position is May 30, 2017 . The position term extends through closing of the residences in Summer 2018. Summer, Winter, and Spring Break responsibilities are a required part of this position.

**Supervision:** The Graduate Coordinator is supervised by the Housing Assignments Coordinator but still works closely with the Director for Administrative Services and Assignments.

**Evaluation:** In an atmosphere of constructive feedback, Graduate Coordinator performance will be evaluated by their direct supervisor, the Housing Assignments Coordinator each semester.

**Compensation:** The compensation package for this position consists of a tuition waiver for full time study in a Rowan University graduate program, a furnished apartment in the assigned residence or apartment complex (includes free utilities, internet, phone, and basic cable service), a designated 14 meal plan, as well as an \$14,375 annual stipend paid on a biweekly basis over the course of the contract term.

**How to Apply:** Please send your cover letter, resume and at least three references to Natasha Huff, Housing Assignments Coordinator, at [huffn@rowan.edu](mailto:huffn@rowan.edu). She can also be reached by calling 856-256-5265 to assist with any questions.