

Graduate Coordinator, Residential Leadership & Academic Initiatives  
2020-2021 Academic Year

Reporting to the Associate Director of Living-Learning and Leadership Initiatives, the Graduate Coordinator for Residential Leadership & Academic Initiatives is a 12-month graduate student position serving as a key paraprofessional member of the Residential Learning and University Housing staff. The Graduate Coordinator will work closely with the professional and graduate staff to plan and implement a wide variety of programming and initiatives related to student leadership, student engagement, and retention.

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.

#### *Student Leadership*

- Serve as the graduate co-advisor for the Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH)
- Attend general and executive board meetings for RHA and NRHH
- Facilitate regular one-on-one meetings with student leaders
- **Coordinate annual On Campus Marketing (OCM) fundraising including Welcome, Halloween, Valentine's Day, fall and spring final kits and any other miscellaneous fundraising projects related to student leadership initiatives**
- Assist with the coordination of all regional and national involvement and bolster submissions for NRHH, RHA, Central Atlantic Affiliate of College and University Residence Halls (CAACURH) and National Association of College and University Residence Halls (NACURH) sponsored awards
- Coordinate and assist with preparation of a student delegation to regional and national NACURH-affiliated conferences as funding allows
- Attend 1 regional conference a year to serve as the delegation advisor
- Provide support and training for residence hall staff to successfully support, sustain, and expand leadership development opportunities within the residence halls. Participate in staff training, student staff orientation, and advisor roundtables
- Provide support to student leaders proposing, managing, and reconciling student organization budget
- Assist in the design of creative and effective training programs that assist student leaders to further understand their role and responsibility, including the Welcome Leadership Early Move-in Program
- Assist in tracking and reporting student leadership achievements within the Co-Curricular Transcript of ProfLink
- **Assist with the implementation and adaptation of the Division's STEP UP model, Leadership Rowan Certificate program, and Division's co-curricular model**

#### *Community Development*

- Assist in the development and management of learning and themed residential communities
- **Develop programs that align with the department's engagement model as requested**
- Assist with the logistical details and implementation of student leadership-sponsored programs
- Serve as an Event Consultant on ProfLink, coaching student organization leaders through the event planning process and referring them to appropriate campus resources

### *Departmental Initiatives*

- Assist with ongoing training for graduate and professional staff who advise hall councils
- Serve on departmental committees
- Assist with opening and closing of residential communities as needed
- Support processes and initiatives of Residential Learning & University Housing
- **Assist with the management and operation of the department's Leadership Office/ Student Staff Resource Room**
- Assist with undergraduate and graduate staff recruitment
- Assist with student recruitment, admissions, and retention efforts – including but not limited to Welcome Week, Open Houses, and orientation events
- Assist with the coordination and implementation of the move-in volunteers program
- Assist with departmental assessment efforts
- Develop a cooperative relationship and facilitate ongoing communication with other staff in the Division and other University partners
- Other duties as assigned

### *Academic Initiatives*

- Co-teach at least one section of the Degree-in-Three Learning Community Course with Assistant Director
- Assist in the development and management of learning and themed residential communities, including but not limited to: marketing, website content creation, and liaising with RLUH staff and faculty/administrative partners
- Present on learning community work at relevant departmental, divisional, and institutional events
- Support in-hall graduate and professional staff with the implementation of academic programs that **further promote the Department's engagement model and the Division's co-curricular efforts**

### *Policy Compliance and Enforcement:*

- Know University policies and how they pertain to residential students
- Role model and abide by University policies as well as local, state, and federal laws
- Address and document suspected/alleged violations of University policies or refer violations to professional staff or Police as appropriate
- **ATTENTION:** The person in this position is designated as a Campus Sectary Authority (CSA) and is required to report information about crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act also known as the Clery Act [20 U.S.C. § 1092(f)]. In addition, the person in this position is regarded as a mandated reporter regarding child abuse and neglect and other misconduct including sexual violence and harassment. Specific policies and procedures for reporting will be covered in training

### *Student Discipline Process:*

- Serve as a campus hearing officer within the student discipline system under guidance from the Assistant Dean of Students
- Follow established protocols related to investigation and adjudication of cases of student misconduct
- Coordinate delivery of sensitive letters to students related to student discipline proceedings and other matters as assigned

### *Duty:*

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

- Must remain in Glassboro when on duty. The graduate staff on duty is responsible for finding coverage if class responsibility is outside of Glassboro and/or if class does not permit for graduate staff to leave for incident

#### *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

#### *Summer Responsibilities:*

- Supervise 1-2 RHA executive board members who will work on-campus to prepare for the upcoming academic year
- Represent RLUH at Orientation with the purpose of promoting learning community involvement
- Collaborate on end-of-year learning community assessment reports and prepare materials based on findings
- Conduct check-in meetings with faculty/administrative partners and students regarding planning for learning and themed communities work for the upcoming academic year
- Other duties as assigned

#### *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)
- Attend general and executive board meetings for student organizations
- Schedule and facilitate regular one-on-one meetings with student leaders
- Must attend and actively participate in in-service trainings throughout the year
- Must reside in assigned residence during the term of employment

#### *Expected Time Commitment:*

The Graduate Coordinator position requires an extensive time commitment. Staff are expected to work 30 hours per week, which is inclusive of at least 18 hours/per week in the office during the hours of 8:30am – 4:30pm. In addition, the Graduate Coordinator serves in an on-call capacity during duty shifts creating variable time commitments, especially during evenings and weekends. 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 Graduate Coordinator position start date is May 31, 2020. The position term extends through closing of the residences in summer 2021. As part of this 12-month position, summer, winter, and Spring Break responsibilities are a required part of this position. Graduate Coordinators are not permitted to hold other employment during term of employment due to demands of position.

#### *Supervision:*

The Graduate Coordinator for Residential Leadership & Academic Initiatives is supervised by, and works closely with the Associate Director of Living-Learning and Leadership Initiatives. This person will work closely with Area Coordinators, Assistant Director, and Director for Residential Learning & University Housing.

#### *Evaluation:*

**In an atmosphere of constructive feedback, the Graduate Coordinator's performance will be evaluated by the Assistant Director for Leadership, Community Development & Residential Initiatives each semester.**

*Compensation:*

The compensation package for this position consists of a full tuition waiver (excluding fees or any prerequisite undergraduate class or elective not accepted as part of your program) 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 \$14,375.00 annual stipend paid on a biweekly basis over the course of the contract term.

ATTENTION: The person in this position is designated as a Campus Security Authority (CSA) and is required to report information about crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act also known as the Clery Act [20 U.S.C. § 1092(f)]. In addition, the person in this position is regarded as a mandated reporter regarding child abuse and neglect and other misconduct including sexual violence and harassment. Specific policies and procedures for reporting will be covered in training

To Apply: Please send cover letter, resume and 3 references with name, title and contact information to  
Hannah Moore, Associate Director of Living-Learning and Leadership Initiatives, Residential Learning,  
mooreh@rowan.edu