

Rowan University's Residential Learning and University Housing Office is currently searching for someone to fill the role of Graduate Coordinator for Housing Systems and Logistics for the next two years as you complete your master's degree here at Rowan. Below you will find the job description for this position, but we also wanted to share a little bit of information with you about the position from a different perspective.

The Graduate Coordinator of Housing Systems and Logistics position might seem very different than other graduate assistant opportunities at other institutions. This is a unique central housing office experience that we offer, in the hopes that the graduate student in this position receives a holistic and big-picture view of how a housing office operates, from how the front office staff interacting with students and their families, to the residence halls and apartment complexes and the residential learning staff, and all the behind the scenes staff members such as the Facilities department.

Opportunities abound in this position 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, building renovations, first-year orientation programs, and conference and event services. You will also be an integral part in preparing the approximately 6,000 bed spaces that Rowan offers for residents to occupy for the fall semester. In addition to specific skills that you would learn related to housing 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. You will have an opportunity to be part of the "nuts and bolts" of how our office functions.

This role does also include more traditional graduate assistant experiences often found in positions in Residential Life and Housing. For example, you will have the opportunity to select, train, and supervise a group of student staff, take part in departmental committees and various professional development opportunities, participate in a campus-wide on-call duty rotation, and be a key component in the training of residential learning staff at all levels.

This position 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 as the Graduate Coordinator of Housing Systems and Logistics will be: superb organization and administration skills, the confidence to communicate and collaborate with a mix of departmental offices and outside vendors, 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 residential move-in and move-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. The HS&L team is known for getting our hands dirty, but having a lot of fun while doing it. Without an entertaining work environment we can't imagine how dull life would be. 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 position fits the bill. Please do not hesitate to contact us with any questions by emailing Alyson Fox at [foxa@rowan.edu](mailto:foxa@rowan.edu).