



DIVISION OF STUDENT LIFE

Orientation & Student Leadership Programs Graduate Coordinator – Fraternity & Sorority Life Job Description

Job Title: Graduate Coordinator, Fraternity & Sorority Life
(Program Assistant, Level 4, Step 3)

Salary Range: \$11,500 annual stipend
This position is funded by undergraduate fees, and contingent upon annual renewal

Department: Orientation & Student Leadership Programs, Division of Student Life

Reports to: Assistant Director, Student Organization Services

The Graduate Coordinator for Fraternity & Sorority Life is a valued member of the Division of Student Life staff and reports to the Assistant Director for Student Organization Services within Orientation & Student Leadership Programs. The Graduate Coordinator is responsible for a variety of administrative and student service functions that support our fraternity and sorority chapters, the governing bodies within Fraternity & Sorority Life, and individual students' leadership development. The Graduate Coordinator is expected to provide overall support to enhance chapter and individual student leadership development for the fraternity and sorority community at Rowan. In all activities, the graduate coordinator recognizes that service to students is a top priority.

Job Responsibilities

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 members 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. Job responsibilities will vary based on tasks and projects that need to be accomplished and the interests of the Graduate Coordinators, but will include:

- I. Student Engagement (40%)
 - a. Advise chapter presidents and engage in organizational and student leadership development plans with chapter officers with an emphasis on continuous quality improvement.
 - b. Advise umbrella groups such as the Inter-Fraternity Council, National Panhellenic Conference, National Pan-Hellenic Council, Greek Cultural Organizations Council, Inter-Greek Council and Greek honor societies.
 - c. Ensure standards of behavior and excellence expected by the institution, local chapters, and national Greek letter organizations are maintained.
 - d. Demonstrate, model, and coach advanced leadership skills, including: group facilitation, collaboration, problem solving, goal setting, attention to group dynamics, organizational development/team building, time management, effective oral & written communication, meeting management, motivation, respect, integrity, inclusion, listening, conflict management, and event management.
 - e. Represent Fraternity & Sorority Life and Orientation & Student Leadership Programs at various student and university functions.

- f. Plan and present ongoing training and development workshops for student leaders on general organization management and specific ProfLink implementation strategies; assist in management of organization records and recognition.
- g. The Graduate Coordinator will represent University services, academics, organizations, etc., as part of the total Rowan experience in an accurate and unbiased manner and may provide individual counseling to students. Graduate Coordinators who are members of recognized fraternity or sorority chapters at Rowan should avoid even the appearance of bias or favoritism among groups.

II. Programmatic Support (40%)

- a. The Graduate Coordinator will provide program development and advising for a growing community, currently comprised of 35 fraternities and sororities.
- b. Organize and implement annual sorority and fraternity recruitment activities.
- c. Develop and mentor responsible leadership among fraternity and sorority members, strengthening the values around which the chapters were formed, including philanthropy, community service and participation, academic excellence and leadership.
- d. Coordinate fraternity and sorority organization training and developmental workshops.
- e. Compile and share best practices for fraternity and sorority organization advisers.
- f. Supervise and facilitate night-time and weekend fraternity and sorority programs, including but not limited to: New Member workshops, probates/New Member presentations, dance parties, Greek Week and Dance Marathon.
- g. Develop a cooperative relationship and facilitate ongoing communication with other staff in the Division of Student Life and our other University partners.
- h. Act as a liaison for Fraternity & Sorority Life outreach opportunities, including Orientation, Admissions Open Houses, Accepted Students Day, class presentations, and other collaborative opportunities.
- i. Assist with other programs within the Division of Student Life, including but not limited to: Welcome Week, Homecoming, Family Weekend, etc.

III. Administrative (20%)

- a. The Graduate Coordinator will help develop fraternity and sorority related policies and procedures in conjunction with the Assistant Director for Student Organization Services.
- b. Oversee design and contents of Fraternity & Sorority Life publications, brochures, ProfLink sites, web pages, and posters to market programs and services.
- c. Collect data such as membership lists, incidents of code/policy violations, grade reports, etc. to assure safety/conduct standards are met.
- d. Assist in tracking and reporting student leadership achievements within the Co-Curricular Transcript module of ProfLink.
- e. Coordinate assessment efforts measuring student leadership development within Greek chapters and involvement in non-Greek campus activities.
- f. Maintain student staff personnel records with attention to detail and confidentiality.
- g. Respond to internal and external requests in a timely manner.
- h. Keep supervisor informed of professional and program successes, challenges, and concerns through regular written reports (as necessary) and one-on-one meetings.
- i. Perform other duties as assigned.

Student Learning Outcomes

Graduate students employed in this capacity are expected to gain:

- Advising and basic supervision skills and an improved awareness of group dynamics. (A/S; OHR)
- Detailed program evaluation and learning outcome assessment experience. (AER)
- Technical skills utilizing an online student engagement system, basic web page editing, Microsoft Office and Adobe Creative Suite software packages, and social marketing tools. (TECH)
- Basic budgeting experience for programs. (OHR)
- Improved public speaking and presentation skills. (LEAD)
- Enhanced skills working with diverse student populations. (SJI)
- Experience working as a member of a high performing team in a dynamic environment. (OHR; LEAD)
- Professional verbal and written communication skills. (LEAD)
- Knowledge of Fraternity & Sorority Affairs and student leadership development programs and professional standards for best practices. (SLD; CPH; LPG)

** Parenthesis refer to the ACPA and NASPA (2015) Professional Competencies for Student Affairs Educators addressed by these outcomes.*

Minimum Job Requirements:

Education:

The Graduate Coordinator for Student Organization Services must possess a Bachelor's degree and be enrolled as a graduate student. Enrollment in the Higher Education Administration program at Rowan University is preferred, though not required.

Experience:

Previous experience in student leadership roles and/or student organizations.

Specific Skills:

Ability to learn computer applications for use at an advanced level.

Specialized Knowledge, Licenses, etc:

Knowledge of, or ability to learn, 25Live, Anthology Engage, and G Suite software.

Supervisory Responsibility, if any:

None

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job: Occasionally lift or transport materials weighing 40 lbs. or less. Must be able to move about the campus. Must be able to sit for long periods of time in front of a computer terminal. Will occasionally work outdoors and be exposed to weather conditions. The noise level in the work environment is usually moderate.

Can this position be performed remotely? If yes, what percentage of the duties can be performed remotely?

If needed, in emergency situations, this position can be performed 100% remotely. When the Office of OSLP is open, staff must arrange physical office coverage together.

Terms and Conditions of Appointment

I. Time Commitment

- a. Job responsibility requires the ability to operate independently during working hours including evening and weekend work when required.
- b. Work 20-25 hours per week, 20 in academic terms and 25 hours a week over break periods (winter break, spring break, and summer). The work schedule will be based according to the Graduate Coordinator's academic schedule and must be approved by the supervisor. The position will require occasional weekend and evening hours to attend programs, events, and/or meetings as needed.
- c. Scheduling priority should be given to Fraternity & Sorority Affairs duties, with remaining hours worked in the Orientation and Student Leadership Programs office. The Graduate Coordinator is expected to attend all required large scale events that are discussed with the supervisor unless an exception has been discussed in advance with and approved by the supervisor.
- d. The Graduate Coordinator is required to be punctual, reliable, and conscientious in the performance of all responsibilities.
- e. All other time commitments must be negotiated in advance with the supervisor. The Graduate Coordinator may not hold outside employment for the duration of his/her appointment unless an exception has been discussed in advance with the supervisor.

II. Academic Standards and Professionalism

- a. Graduate Coordinators must maintain good academic and judicial standing throughout employment.
- b. Candidates for this position must complete a required disciplinary records disclosure form and submit this form to their undergraduate institution(s). Records of violation of university policies at these institution(s) will be highly scrutinized, but will not automatically preclude employment.
- c. The Graduate Coordinator may not drink any alcoholic beverages or use or be under the influence of any other drugs that may diminish alertness or effectiveness while working. The Graduate Coordinator may not use, or be under the influence of, alcohol and other drugs in the presence of any student or parent program participants.
- d. The Graduate Coordinator must maintain high personal standards in behavior, appearance, and attitude, and is also expected to demonstrate professional and appropriate relationships with students, parents, and other staff members.
- e. The Graduate Coordinator must possess strong decision-making skills with discretion while exercising good judgment. This includes the ability to maintain confidentiality of sensitive student information.
- f. The Graduate Coordinator will represent University services, academics, organizations, etc., as part of the total Rowan experience in an accurate and unbiased manner, and may provide individual counseling to students.

III. Remuneration

The Graduate Coordinator will receive tuition assistance (excluding student fees) for up to 9 credit hours per semester up to 36 credit hours over two academic years and an \$11,500 annual stipend paid bi-weekly throughout the employment period for an 11-month contract (August-June for first year coordinators & July-May for second year of appointment if renewed), and also includes university housing.

IV. Termination

The Office of Orientation and Student Leadership Programs may dock pay, place a staff member on probation, or terminate employment under the following circumstances:

- a. Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her employment including the following Rowan University standards:
 - i. Three or more repeated, unreported absences from work
 - ii. Insubordination
 - iii. Breach of confidentiality
 - iv. Theft or fraud
 - v. Threatening a supervisor
 - vi. Failure to meet the standards of Satisfactory Academic Progress
- A Rowan University student may also be immediately terminated from all Institutional and Federal Work Study Programs for the duration of the academic year for one of these offenses.
- b. On-campus or off-campus conduct deemed inappropriate for a University staff member, which includes violations of Division of Student Life policies and procedures, Student Code of Conduct, Alcohol & Other Drugs policies, and/or other University policies.
- c. Funding for the position becomes unavailable.

DISCLAIMER: This is not an exhaustive list of all responsibilities, requirements, and skills. Employees are required to perform tasks assigned by supervisors and management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

RU Classification: Program Assistant, Level 4, Step 3
Rowan University is an Equal Opportunity Employer.

Application Procedure: Interested applicants should send a cover letter highlighting relevant education and experience, a résumé, and the names of three references to: greeklife@rowan.edu

Please make email subject: (Name) Grad Coordinator FSL Application

Kaitlin C. West, Assistant Director for Student Organization Services
Rowan University
Orientation & Student Leadership Programs
Chamberlain Student Center – Suite 220
201 Mullica Hill Rd.
Glassboro, NJ 08028

Applications are reviewed and interviews scheduled on a rolling basis. Offers may be made at any time after a student has been admitted to a graduate program. Candidates will be allowed a reasonable consideration period to weigh other graduate program and assistantship offers. We will not insist upon a response to the offer until the Council of Graduate School's April 15th date for responding to offers of financial support.