

Position: Graduate Coordinator (GC)- Chamberlain Student Center and Campus Activities (SCCA)- Facilities and Operations

Anticipated Start Date: June 2, 2025

Length of Employment: 1 year term (June 2025-May 2026), a 2nd year appointment (June 2026-May 2027) contingent on performance evaluation, satisfactory academic progress, and conduct standards

The Chamberlain Student Center and Campus Activities (SCCA) is seeking a responsible, motivated, and flexible individual who can work in a dynamic environment to take on the role of GC for the SCCA. This position is great training for individuals who seek a career in higher education and student affairs. This position offers hands-on experience in the areas of facilities and operations, student staff supervision and training, assessment, and evaluation. This position directly reports to the Assistant Director of Building Operations.

Position Requirements

The GC for the SCCA must possess a Bachelor's degree and be enrolled as a full-time graduate student at Rowan University. The graduate assistantship is contingent upon enrollment in a graduate program. Enrollment in the Higher Education Administration program is preferred, however not required. This position will require some weekend and late night hours. This position requires up to 25 office hours weekly. Additional employment outside of the SCCA must be reviewed and approved by your direct supervisor.

Job Description

Facilities Management (35%)

- Assist the Assistant Director in the overall maintenance of the Chamberlain Student Center
- Perform daily facility inspections to ensure student staff are delivering adequate customer service, inspections for safety and policy adherence
- Work at least one Student Building Manager shift a week
- Act as an emergency response and be "on call" for certain situations such as weather and other emergency developments
- Assist in evaluating and revising Building Manager Manual, Student Center Emergency Action Plan and Risk Management Procedures

Student Staff Supervision (45%)

- Assist in the development and coordination of initiatives in the area of student/staff development including staff hiring, training, scheduling evaluation and recognition programs
- Assist in the selection and training of undergraduate student employees

Event Management (10%)

- Provide on call and on site event support for all events occurring in the Chamberlain Student Center supervise the facility in the absence of the Building Manager/Assistant Director
- Assist in the packet making process with daily events in the Student Center

Departmental Support (10%)

- Assist with the planning of staff retreats/trainings, banquets, and all-staff meetings
- Assist with assessment initiatives and data collection
- Chaperone one SUP off-campus trip per semester
- Represent the department at all Admissions events including Open Houses & Accepted Student Receptions
- Assist with the planning and execution of major SCCA programs and campus-wide committees/events
- In the event of inclement weather, be called upon to assist in any capacity deemed necessary to support departmental operations
- Other duties assigned

Remuneration

- Full tuition waiver for masters-level graduate programs, excluding medical/professional graduate programs (in and out of state), not including fees. Funding is up to 36 credit hours during a two year term, funding beyond 18 credit hours per fiscal year will be reviewed by the Director
- On-campus furnished apartment in the Townhouse Community Complex
- \$13,500 stipend per year
- \$500 on your Rowan Card per semester, which can be used for books and food
- Professional development funds can be made available upon request per budget allotment
- Graduate Coordinator parking permit provided

Application Process:

Interested candidates should email a cover letter, resume, and a list of at least three references to Lauren Kuski at kuski@rowan.edu. Priority applicant review process begins February 7, 2025.

Priority application status is given to candidates who will be enrolled in the Higher Education Administration graduate program. Priority is also given to candidates who anticipate being in the role for two years.

If you have any questions, please contact Lauren Kuski at kuski@rowan.edu.

Rowan University Division of Student Life Employment Statement:

This position is contingent upon availability of funding as approved by the Rowan University Board of Trustees.

In the event of extraordinary circumstances related to the current COVID-19 pandemic, force majeure, or other circumstances beyond the control of the University, this position may be eliminated, an offer may be deferred or rescinded, or the term of employment may be modified.

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 in order 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.