



Graduate Coordinator, The Game Room & Center for Esports Job Description

Job Title: Graduate Coordinator, The Game Room & Center for Esports

Start Date: June 1, 2026

Length of Employment: 1 year term (June 2026-May 2027), a 2nd year appointment (June 2027-May 2028) contingent on performance evaluation, satisfactory academic progress, and conduct standards

Department: Student Centers and Campus Activities, Division of Student Life

Reports to: Esports Manager

Position Summary:

The Graduate Coordinator for The Game Room and Center for Esports is a valued member of the Division of Student Life staff and reports to the Manager, Center for Esports. The graduate coordinator is responsible for supporting the day-to-day operation of The Game Room, Rowan University's casual gaming space in the Chamberlain Student Center. The graduate coordinator is also responsible for supporting events, programming, and initiatives of the Center for Esports. In all activities, the graduate coordinator recognizes that service to students is a top priority.

Rowan University has been recognized by ACPA-College Student Educators International, in partnership with [Diverse: Issues In Higher Education](#), as one of the Most Promising Places to Work in Student Affairs 2024.

Essential Functions/Percentage of Time Spent on Each:

- I. Center for Esports Management
 - a. Participate in the ideation, planning, and execution of esports events at Rowan University.
 - b. Assist with communications and outreach between the Center for Esports and other academic institutions and professional esports organizations.
 - c. Coordinate, curate, and publish content to promote the Center for Esports and catalog the activities and accomplishments of the Center and the Rowan Esports Club.
 - d. Support competitive esports at Rowan University by assisting the Rowan Esports Club with practice and competition scheduling, providing coaching and competition support (when applicable), and providing direction and perspective to the Rowan Esports Club EBoard.
- II. Game Room Management
 - a. Participate in the oversight of The Game Room including equipment and area maintenance, customer engagement efforts, policy enforcement, researching new trends, etc.
 - b. Track student utilization of The Game Room as a whole and specific equipment for future planning purposes.
 - c. Inventory and maintain all games and equipment.
 - d. Propose new games, programs, and services to be offered.

- e. 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.
 - f. Manage facility rentals/reservations for Gaming Club and private events.
 - g. Manage The Game Room Discord and any social media accounts.
 - h. Ensure The Game Room is clean and well maintained through regular communication with student staff and Chamberlain Student Center Building Managers and facilities staff.
 - i. Know and apply Chamberlain Student Center emergency protocols and procedures when necessary.
 - j. Enforce the Student Code of Conduct and other policies and procedures within the facility.
- III. Student Staff Supervision
- a. Recruit, select, train, supervise, and evaluate student staff for The Game Room.
 - b. Plan, schedule, and facilitate staff training and all-staff meetings as needed.
 - c. Schedule staff to operate the game room during published operating hours, typically 11 a.m. - 11 p.m. daily, including break periods and inclement weather. Work any missed shifts until other staff coverage arrives.
 - d. Assist with providing customer service within The Game Room and mentor undergraduate student workers on service excellence.
- IV. Programmatic Support
- a. Assist in the planning, promotion, and execution of The Game Room programming initiatives including game tournaments, special gaming events, passive programming, etc.
 - b. Promote and support a positive casual gaming community on campus.
 - c. Keep supervisor informed of professional and program successes, challenges, and concerns through regular written reports (as necessary) and one-on-one meetings.
 - d. Develop a cooperative relationship and facilitate ongoing communication with other staff in the Division of Student Life and our other University partners.
 - e. Assist with other programs within the Division of Student Life, including but not limited to: Orientation, Welcome Weekend, Homecoming, Family Weekend, etc.
- V. *Departmental Support*
- a. Assist with the planning of staff retreats/trainings, banquets, and all-staff meetings
 - b. Serve on a departmental committee
 - c. Assist with assessment initiatives and data collection
 - d. Chaperone one SUP off-campus trip per semester
 - e. Represent the department at all Admissions events including Open Houses & Accepted Student Receptions
 - f. Assist with the planning and execution of major SCCA programs and campus-wide committees/events
 - g. In the event of inclement weather, be called upon to assist in any capacity deemed necessary to support departmental operations
 - h. Other duties assigned

Student Learning Outcomes:

This position is designed to prepare graduate students for future careers in higher education and student affairs, such as student union operations, Esports program management, student activities, and/or campus recreation.

Graduate students employed in this capacity are expected to gain:

- Technical skills in managing various video game systems and other A/V equipment. Additional technical skills including Discord moderation, employee scheduling and time entry, Microsoft Office and Google Workspace software packages, and an understanding of social marketing are utilized (TECH).
- Experience working as a member of a high performing team in a dynamic environment (OHR).
- Student staff supervision and an improved awareness of staff dynamics (OHR).
- Professional verbal and written communication skills (PEF).
- Coaching students on various personal skills and developmental concerns (SLD).
- Assisting with student organization advising (A/S).
- Program utilization tracking and assessment (AER).
- Basic budgeting experience for programs and equipment/game requests (OHR).
- Improved public speaking and presentation skills (PEF).
- Enhanced skills working with diverse student populations (SJI).

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

Minimum Job Requirements:

Education:

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 a related program is preferred, however not required. This position will require some weekend and late night hours.

Experience:

Previous experience in student activities, student union, esports management, and/or campus recreation.

Specific Skills:

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

Specialized Knowledge, Licenses, etc:

Knowledge of, or ability to learn, Google Workspace software.

Supervisory Responsibility, if any:

Direct selection, training, supervision, and evaluation of student workers for The Game Room.

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 connect A/V devices/wiring, sometimes in confined spaces. 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?

This is a physical presence required role when The Game Room is operating. The Chamberlain Student Center seeks to remain open to provide essential services for our campus residential population throughout the year, including periods when the University is otherwise closed and extreme/inclement weather events.

Terms and Conditions of Appointment:

1. Remuneration

- a. 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
- b. On-campus furnished apartment in the Townhouse Community Complex
- c. \$13,500 stipend per year
- d. \$500 on your Rowan Card per semester, which can be used for books and food
- e. Professional development funds can be made available upon request per budget allotment
- f. Graduate Coordinator parking permit provided

2. Time Commitment

- a. This position requires up to 25 office hours weekly over 12 months. Additional employment outside of the SCCA must be reviewed and approved by your direct supervisor.
- b. Student employees of the SCCA are required to be punctual, reliable, and conscientious in the performance of all responsibilities.
- c. Any absences must be excused in advance by the supervisor.

3. Academic Standards and Professionalism

- a. 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
- b. 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 and other staff members
- c. 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
- d. The SCCA reserves the right to confirm good academic standing, GPA, and follow up with the graduate program to establish attendance verification
- e. If the graduate coordinator withdrawals from a course after late add/drop or needs to repeat a course due to academic performance, the department will not re-pay for those credits

4. Supervisor and Evaluation

- a. Supervision and evaluation of the graduate coordinator will be received by their supervisor (listed above). The graduate coordinator will receive additional functional supervision from other professional staff members within the Student Center & Campus Activities (SCCA) and the Division of Student Life.
- b. Employment grievances by the supervisor will be addressed through a verbal warning(s), written warning(s), probation agreements, and/or letter of termination depending on the severity of the offense. Employment and compensation can be terminated, with or without cause, and without prior notice, at any time, at the option of the employee or employer.

5. Termination

- a. The supervisor(s) may dock pay, place a staff member on probation, or terminate employment under the following circumstances:
 - i. Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her employment including the following Rowan University standards:
 - ii. Three or more repeated, unreported absences from work
 - iii. Insubordination
 - iv. Breach of confidentiality
 - v. Theft or fraud
 - vi. Threatening a supervisor
 - vii. Failure to meet the standards of Satisfactory Academic Progress

Rowan University students 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, including when a student has exhausted their Federal Work Study award.

DISCLAIMER: This is not an exhaustive list of all responsibilities, requirements, policies, 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.

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.

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 18, 2026.

Priority application status is 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.

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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.

01/05/2026