

**Position:** Graduate Coordinator (GC) – Chamberlain Student Center and Student Activities (SCCA): Student University Programmers (SUP)

**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 advising, supervision, contracting, budgeting, marketing, assessment, and evaluation. This position directly reports to the Assistant Director of Marketing & Student Programs/Advisor, Student University Programmers (SUP).

### **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 (after 9 PM). This position requires up to 25 hours weekly to be divided between office and programming hours. Additional employment outside of the SCCA must be reviewed and approved by your direct supervisor.

### **Job Description**

#### *Co-Advise the Student University Programmers (SUP) (70%)*

- Directly advise an executive board of 12 members & oversee volunteer management of over 50 volunteers throughout the year
- Advise students on program planning, University contracting, liability/risk management, insurance, assessment and other current issues in the field of campus events
- Manage a \$400,000 programming budget & oversee all university contracts
- Assist in the planning, execution, and coordination of the university-wide Welcome Week(s) initiatives
- Oversee hiring for the programming board
- Attend weekly meetings and staff bi-weekly movie night events
- Support on-campus events through supervision and leadership
- Assist in the coordination of marketing for all SUP events including print, digital, and more
- Oversee and coordinate all off-campus trip chaperones (when applicable) and serve as on-call emergency support for day-of trip needs
- Hold and oversee performance evaluation meetings on semesterly basis

#### *Homecoming Committee Responsibilities (20%)*

- Co-Chair the university-wide Homecoming Committee with the Assistant Director – Marketing & Student Programs, which includes oversight of budget, event planning & operations, volunteer management, etc.

#### *Departmental Support (10%)*

- Assist with the planning of staff retreats/trainings, banquets, and all-staff meetings
- Assist with assessment initiatives and data collection
- Represent the department at Admissions events including Open Houses & Accepted Student Receptions
- Assist with the planning and execution of major SCCA programs and campus-wide committees/events including but not limited to the Summer Food Fair, South Jersey Vendor Showcase, and more
- In the event of inclement weather, be called upon to assist in any capacity deemed necessary to support departmental operations
- Other duties as assigned

### **About the Student Programming Board (SUP)**

The purpose of the Student University Programmers shall be to provide the students of Rowan University with an array of diverse, educational, and entertaining programs, to encourage the development of leadership skills and cooperation among all students, and to promote the interests, image, and quality of experience at Rowan University. Feel free to view the SUP website at <http://www.rowan.edu/scca>

### **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](mailto: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](mailto: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.*