



## Center for Esports Graduate Coordinator - The Game Room Job Description

**Job Title:** Graduate Coordinator, The Game Room  
(Program Assistant, Level 4, Step 3)

**Salary Range:** \$13,500 annual stipend

**Department:** Center for Esports, Division of Student Life

**Reports to:** Director, Center for Esports

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### Position Summary:

The Graduate Coordinator for The Game Room is a valued member of the Division of Student Life staff and reports to the Director, Center for Esports. The graduate coordinator is responsible for the day-to-day operation of The Game Room, Rowan University's casual gaming space in the Chamberlain Student Center. 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.

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### Essential Functions/Percentage of Time Spent on Each:

- I. Game Room Management (40%)
  - 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.
- II. Student Staff Supervision (30%)
  - 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.
  - e. Ensure student workers' timely and accurate completion of Web Time Entry.
  - f. Maintain student staff personnel records with attention to detail and confidentiality.
- III. Programmatic Support (30%)
- 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. Assist with other Center for Esports programming (competitive gaming and Esports career skill development) as time permits.
  - d. Keep supervisor informed of professional and program successes, challenges, and concerns through regular written reports (as necessary) and one-on-one meetings.
  - e. Develop a cooperative relationship and facilitate ongoing communication with other staff in the Chamberlain Student Center, Division of Student Life, and our other University partners.
  - f. Assist with other programs within the Division of Student Life, including but not limited to: Orientation, Welcome Weekend, Homecoming, Family Weekend, etc.
  - g. Perform other duties as assigned.
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### **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.

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### **Minimum Job Requirements:**

#### Education:

The Graduate Coordinator for The Game Room 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 activities, student union, collegiate Esports, 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, Anthology Engage and 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.

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**Terms and Conditions of Appointment:**

I. Time Commitment

- a. Occasional evening and weekend work is required. Supervision and evaluation for all shifts of employees is necessary.
- b. Work 20 hours per week in the fall and spring terms.
- c. The Coordinator is required to be punctual, reliable, and conscientious in the performance of all responsibilities.
- d. All other time commitments must be negotiated in advance with the supervisor. The Coordinator may not hold outside employment for the duration of his/her appointment or take summer classes unless an exception has been discussed in advance with the supervisor.

II. Academic Standards and Professionalism

- a. The 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 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 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 Coordinator will receive tuition assistance for up to 36 credit hours over two academic years and an \$13,500 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 Center for Esports 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.

**Contact:** Interested applicants should send a cover letter highlighting relevant education and experience, a résumé, and the names of three references to:

Dr. Drew Tinnin  
Rowan University Center for Esports  
Chamberlain Student Center  
201 Mullica Hill Rd  
Glassboro, NJ 08028  
tinnin@rowan.edu

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.

2/8/2024