



# Orientation & Student Leadership Programs

## Office of Greek Affairs

### Graduate Coordinator Position Description

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The Graduate Coordinator for Greek Affairs is a valued member of the Division of Student Life staff and reports to the Assistant Director for Greek Affairs 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 Greek Affairs, 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.

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### 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 Coordinator, but will include:

- I. Student Engagement
  - 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, Greek Judicial Board and Greek honorary 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. Collaborate with the Student Organization Services Graduate Coordinator to 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.
  - f. Represent the Office of Greek Affairs and Orientation & Student Leadership Programs at functions.
- II. Programmatic Support
  - a. The Graduate Coordinator will provide program development and advising for a growing community, currently comprised of 38 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 Greek organization training and developmental workshops.
  - e. Compile and share best practices for Greek organization advisers.
  - f. Develop a cooperative relationship and facilitate ongoing communication with other staff in the Division of Student Life and our other University partners.
  - g. Assist with other programs within the Division of Student Life, including but not limited to: Welcome Weekend, Start Up Smart, Homecoming, Family Weekend, etc.
- III. Administrative

- a. The Graduate Coordinator will help develop Greek related policies and procedures in conjunction with the Assistant Director for Greek Affairs.
  - b. Oversee design and contents of Greek Affairs 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. Respond to internal and external requests in a timely manner.
  - g. Keep supervisor informed of professional and program successes, challenges, and concerns through regular written reports (as necessary) and one-on-one meetings.
  - h. Perform other duties as assigned.
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## **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.
  - Detailed program evaluation and learning outcome assessment experience.
  - Technical skills utilizing an online student engagement system, basic web page editing, Microsoft Office and Adobe Creative Suite software packages, and social marketing tools.
  - Basic budgeting experience for programs.
  - Improved public speaking and presentation skills.
  - Enhanced skills working with diverse student populations.
  - Experience working as a member of a high performing team in a dynamic environment.
  - Professional verbal and written communication skills.
  - Knowledge of Greek Affairs and student leadership development programs and professional standards for best practices.
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## **Terms and Conditions of Appointment**

- I. Time Commitment
  - a. Job responsibility requires the ability to operate independently during variable working hours including some nights and weekends.
  - b. Work 20-25 hours per week in the fall and spring terms. 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 Greek Affairs duties, with remaining hours worked in the Orientation and Student Leadership Programs office.
  - 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 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. The Office of Greek Affairs Graduate Coordinator 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.
  - b. A strong interest in and commitment to Greek Life with at least 1 year of related/transferable Greek Life or other student affairs experience is required.
  - c. Graduate Coordinators must maintain good academic and judicial standing throughout employment.

- d. 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.
- 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 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. This includes not drinking any alcoholic beverages, using, or being under the influence of any other drugs that may diminish alertness or effectiveness while working.
- 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.
- h. Experience in or with Greek Cultural Organizations Council, National Pan-Hellenic Council, or comparable councils at another institution are strongly preferred.

### III. Remuneration

The Coordinator will receive tuition assistance (excluding student fees) for up to 36 credit hours over two academic years and an \$11,000 stipend for twelve-month contract, or \$8,000 stipend for twelve-month contract if housing is provided, paid bi-weekly throughout the employment period. During University break periods (winter/summer) employment may be available for the Graduate Coordinator to be compensated additionally at an hourly rate. On-campus housing may be available contingent upon funding for the position.

### 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 ProgressA 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:

e-mail: [GreekLife@Rowan.edu](mailto:GreekLife@Rowan.edu)

Gary Baker, Assistant Director of Greek Affairs

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Orientation & Student Leadership Programs  
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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.*