Graduate Coordinator - Leadership Rowan
Office of Orientation & Student Leadership Programs

Overview
The Graduate Coordinator for Leadership Rowan is a valued member of the Division of Student Affairs staff and reports to the Coordinator for Orientation & Student Leadership Programs. The graduate coordinator is responsible for assisting in the successful preparation for and delivery of student leadership programs that impact students’ academic and personal achievement at Rowan, and is expected to provide overall support to make each program a success. The largest of which will be the Leadership Certificate Program, Leadership Rowan’s annual campus-wide signature experience available to all students. In all activities, the Graduate Coordinator recognizes that service to students is a top priority & centers the student experience in their work.

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. Assist in the overall planning & implementation of the Leadership Certificate Program. Specifically administering the mentor/mentee matching process between students throughout each semester.
   b. Oversee the Leadership Themed Community, a collaboration between Leadership Rowan & the Office of Residential Learning & University Housing. The Graduate Coordinator will provide support by meeting with students within the community as well as programmatic support to the Resident Assistants in the community.
   c. Act as a small group facilitator for students in order to demonstrate, model, and coach advanced leadership & interpersonal skills as needed within the programs that Leadership Rowan offers.
   d. Meet with students individually to guide & advise them in their leadership development & involvement on campus.
   e. Represent the Office of Orientation & Student Leadership Programs at Admissions Open House functions & other Rowan admissions events.
   f. Assist in the planning of transfer, freshman, and parent & family orientation programs.
   g. The Graduate Coordinator will represent University services, academics, and organizations as part of the total Rowan experience in an accurate and unbiased manner, and may provide individual advising to students.

II. Programmatic Support
   a. Co-supervise the team of Leadership Rowan Program Assistants (LRPAs) in order to develop and execute a diverse calendar of leadership development events each semester.
   b. Assist in tracking student leadership development activities online and other Leadership Rowan programs for undergraduate students.
   c. Assist with the implementation of Freshman Orientation, Transfer Orientation, and Parent & Family Orientation, which includes assisting with day-to-day operations, providing customer service to all new students and their family members, and providing directions and feedback to PROS as needed.
   d. Support in the recruitment, selection, and training of approx. 40 Peer Referral Orientation Staff (PROS).
   e. Assist in coordinating assessment efforts for all Leadership programs & initiatives and assist in the development and evaluation of student learning outcomes.
   f. Develop a cooperative relationship and facilitate ongoing communication with other staff within the Division of Student Affairs & outside the Division with our other University partners.
g. Assist with other programs within the Division of Student Affairs, including but not limited to: Welcome Weekend, Homecoming Week, Family Weekend, etc.

III. Administrative
   a. Assist in creating & maintaining an administrative structure for Leadership Certificates throughout the academic year.
   b. Assist with reception and referral within the Office of Orientation & Student Leadership Programs and mentor undergraduate student workers.
   c. Maintain student staff personnel records as needed with attention to detail and confidentiality.
   d. Respond to internal and external requests in a timely manner.
   e. Keep supervisor informed of professional and program successes, challenges, and concerns through regular written reports (as needed) and one-on-one meetings.
   f. 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. The Coordinator may not use, or be under the influence of, alcohol and other drugs in the presence of any student or parent program participants.
   g. 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.
   h. Perform other duties as assigned.

Student Learning Outcomes

Graduate students employed in this capacity are expected to gain:
- Basic understanding of how to implement student leadership theories in an effective and sustainable way (SLD; VPH)
- Basic supervision skills and an improved awareness of staff dynamics. (OHR; A/S)
- Basic budgeting experience for programs. (OHR)
- Detailed program evaluation and learning outcome assessment experience. (AER)
- Improved public speaking and presentation skills. (LEAD)
- Enhanced skills working with diverse student populations. (SJI)
- Experience working as a member of a high performing team in a dynamic environment. (OHR; LEAD)
- Professional verbal and written communication skills. (LEAD)
- Knowledge of comprehensive orientation and student leadership development programs and professional standards for best practices. (SLD; VPH; LPG)
- Technical skills including basic web page editing, Microsoft Office and Adobe Creative Suite software packages, and an understanding of social marketing. (TECH)

In parentheses is the reference information for the Professional Competency Areas for Student Affairs Educators (ACPA & NASPA, 2015) that correspond with each outcome.

Terms & Conditions of Appointment

I. Time Commitment
   a. Occasional evening and weekend work is required.
   b. Work 20-25 hours per week in the fall and spring semesters.
   c. Position will begin August 17, 2020, with an option for hourly summer work if the Coordinator is available earlier.
   d. The Coordinator has a very demanding schedule during the summer orientation period. Open availability is required throughout summer 2021.
   e. The Coordinator is required to be punctual, reliable, and conscientious in the performance of all responsibilities.
   f. The Coordinator is required to attend all PROS selection and training sessions, staff and supervisory meetings, and post-session debriefings. Absences must be excused prior to the event by the supervisor.
   g. 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

The Graduate Coordinator for Leadership Rowan must possess a Bachelor’s degree and be enrolled as a graduate student at Rowan University. Enrollment in the Higher Education Administrative program at Rowan University is preferred, though not required. Coordinators must maintain good academic and judicial standing throughout their employment.

III. Remuneration

The Coordinator will receive tuition assistance for up to 36 credit hours over two academic years and a $11,500 annual stipend paid bi-weekly throughout the employment period.

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:
   1. Three or more repeated, unreported absences from work
   2. Insubordination
   3. Breach of confidentiality
   4. Theft or fraud
   5. Threatening a supervisor
   6. 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 Affairs 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. 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 resume, and the names of three references to the office email: OSLP@rowan.edu (Subject line: Application for GC Leadership Position)

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.

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Orientation & Student Leadership Programs
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