



Orientation & Student Leadership Programs

Graduate Coordinator - Leadership Rowan

Job Description

- Job Title:** Graduate Coordinator, Leadership Rowan
(Program Assistant, Level 4, Step 3)
- Salary Range:** \$14,500 annual stipend
- Department:** Orientation & Student Leadership Programs (OSLP), Division of Student Life
- Reports to:** Assistant Director, Student Leadership Development

The Graduate Coordinator for Leadership Rowan is a valued member of the Division of Student Life staff and reports to the Assistant Director, Student Leadership Development. 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. In all activities, the Graduate Coordinator recognizes that service to students is a top priority.

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 (45%)
 - a. Assist in the overall planning & implementation of the Leadership Events and Programs, including the recruitment and management of participants, and leading Leadership programs and seminars throughout each semester.
 - b. Required to attend all OSLP Leadership related events and programs throughout the contract period.
 - c. Act as a small group facilitator for students to demonstrate, model, and coach advanced leadership & interpersonal skills as needed within the programs that Leadership Program 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, first-year, 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.
 - h. Develop departmental social media accounts and oversee engagement opportunities with the campus community. This includes the promotion of departmental initiatives and events.

II. Programmatic Support (45%)

- a. Assist in tracking student leadership achievements online and assist with Leadership programs for undergraduate students.
- b. Assist with the implementation of transfer, first-year, and parent & family orientation programming, 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.
- c. Assist with all other major programs hosted by the Office of Orientation and Student Leadership Programs.
- d. Assist in coordinating assessment efforts for all Leadership programs & initiatives and assist in the development and evaluation of student learning outcomes.
- e. Develop a cooperative relationship and facilitate ongoing communication with other staff in the Division of Student Life and our other University partners.
- f. Act as a liaison for Orientation and Student Leadership Programs outreach opportunities, including Orientations, Admissions Open Houses, Accepted Students Day, class presentations, and other collaborative opportunities.
- g. Assist with other programs within the Division of Student Life, including but not limited to: Welcome Week, Homecoming, Family Weekend, etc.

III. Administrative (10%)

- a. Maintain student staff personnel records and student leadership programmatic files with attention to detail and confidentiality.
- b. Respond to internal and external requests in a timely manner.
- c. Keep supervisor informed of professional and program successes, challenges, and concerns through regular written reports (as necessary) and one-on-one meetings.
- d. 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.

Minimum Job Requirements:Education:

The Graduate Coordinator for Leadership 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 leadership roles.

Specific Skills:

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

Specialized Knowledge, Licenses, etc:

Knowledge of, or ability to learn, 25Live, Anthology Engage, and G Suite software.

Supervisory Responsibility, if any:

None

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 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?

If needed, in emergency situations, this position can be performed 100% remotely. When the Office of OSLP is open, staff must arrange physical office coverage together.

Terms and Conditions of Appointment**I. Time Commitment**

- a. Job responsibility requires the ability to operate independently during variable working hours including evening and weekend work when required.
- b. Work 20-25 hours per week, 20 in academic terms and 25 hours a week over break periods (winter break, spring break, and summer). 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 Leadership Events and Program duties, with remaining hours worked in the Orientation and Student Leadership Programs office. The Graduate Coordinator is expected to attend all required large-scale events that are discussed with the supervisor unless an exception has been discussed in advance with and approved by the supervisor.

- 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.
- f. The Coordinator has a very demanding schedule during the summer orientation period. Open availability is required throughout Summer sessions.
- g. The Coordinator may be required to assist with PROS selection and training sessions, staff and supervisory meetings, and post-session debriefings. Absences must be excused prior to the event by the supervisor.

II. Academic Standards and Professionalism

- a. Graduate Coordinators must maintain good academic and judicial standing throughout employment.
- b. 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.
- c. 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.
- d. 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.
- 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 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 and must represent themselves at an OSLP staff capacity at departmental and student sponsored events.

III. Remuneration

The Coordinator will receive tuition assistance (excluding student fees) for up to 36 credit hours over two academic years and an \$14,500 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).

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 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.

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

Jay Patel, Assistant Director, Student Leadership Development
Rowan University
Orientation & Student Leadership Programs
Chamberlain Student Center- Suite 220
201 Mullica Hill Rd
Glassboro, NJ 08028
pateljay@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.