

## Orientation & Student Leadership Programs Graduate Coordinator for Orientation Job Description

The Graduate Coordinator for Orientation is a valued member of the Division of Student Life staff and reports to the Assistant Director - Orientation. The graduate coordinator is responsible for the successful preparation for and delivery of orientation and 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.

### Job Responsibilities

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. 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.
  - b. Assist with reception and referral within the Office of Orientation & Student Leadership Programs and mentor undergraduate student workers.
  - c. Represent the Office of Orientation & Student Leadership Programs at Admissions Open House and Accepted Student functions.
  - d. Provide functional supervision of undergraduate student Peer Referral and Orientation Staff (PROS).
  - e. The Graduate 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 Graduate Coordinator may not use, or be under the influence of, alcohol and other drugs in the presence of any student or parent program participants.
  - f. The Graduate 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.
  - 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.
- II. Programmatic Support
  - a. Assist in the recruitment, selection, training, and functional supervision of approximately 30 Peer Referral and Orientation Staff.
  - b. Assist in the planning and implementation of transfer, new student, and parent & family orientation programs. The Graduate Coordinator will be a primary instructor for online orientation courses.
  - c. Assist in advising Tau Sigma (the National Transfer Honors Society) and in the planning and execution of the spring semester Induction Ceremony.
  - d. Develop a cooperative relationship and facilitate ongoing communication with other staff in the Division of Student Life and our other University partners.

- e. Assist with other programs within the Division of Student Life, including but not limited to: Welcome Week, Homecoming, Family Weekend, Commencement, etc.

### III. Administrative

- a. Maintain student staff personnel records and student leadership development 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.

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## Student Learning Outcomes

Graduate students employed in this capacity are expected to gain:

- Basic supervision skills and an improved awareness of staff dynamics (OHR\*).
- Basic budgeting experience for programs (OHR).
- Detailed program evaluation and learning outcome assessment experience (AER).
- Improved public speaking and presentation skills (PPF).
- Enhanced skills working with diverse student populations (SJI).
- Experience working as a member of a high performing team in a dynamic environment (OHR).
- Professional verbal and written communication skills (PPF).
- Knowledge of comprehensive orientation and student leadership development programs and professional standards for best practices (VPH, SLD, LEAD).
- Technical skills including basic web page editing, Microsoft Office and Adobe Creative Suite software packages, and an understanding of social media marketing (TECH).

\* Parenthesis refer to the ACPA and NASPA (2015) [Professional Competencies for Student Affairs Educators](#) addressed by these outcomes.

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## Terms and 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 terms.
- c. The Graduate Coordinator has a very demanding schedule during the summer orientation period. Open availability is required from commencement (early May) through the beginning of August and the Graduate Coordinator is expected to work 25 hours per week in the summer.
- d. The Graduate Coordinator is required to be punctual, reliable, and conscientious in the performance of all responsibilities.
- e. The Graduate 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.
- f. All other time commitments must be negotiated in advance with the supervisor. The Graduate Coordinator may not hold outside employment for the duration of their appointment or take summer classes unless an exception has been discussed in advance with the supervisor.

## II. Academic Standards

- a. Applicants must have an offer of admission to a graduate program at Rowan University before an offer of employment will be made.
- b. The Graduate Coordinator for Orientation must possess a Bachelor's degree and be enrolled as a graduate student. Enrollment in the Higher Education Academic Advising or Higher Education Administrative programs at Rowan University is preferred, though not required.
- c. Graduate Coordinators must maintain good academic and judicial standing throughout employment.

## III. Remuneration

- a. The Graduate Coordinator will receive tuition assistance for up to 36 credit hours over two academic years, an \$14,500 annual stipend paid bi-weekly throughout the employment period. The Graduate Coordinator is expected to work 20 hours a week during the academic year and 25 hours a week during the summer.
- b. Professional development opportunities, including the NODA Region VIII conference.

## 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.

Contact: Interested applicants should send a cover letter highlighting relevant education and experience, a résumé, and the names of three references to: Maria Pattison, Director - Orientation & Student Leadership Programs at [oslp@rowan.edu](mailto:oslp@rowan.edu).

Rowan University  
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 15<sup>th</sup> date for responding to offers of financial support.