The Graduate Coordinator for Student Organization Services is a valued member of the Division of Student Affairs staff and reports to the Director of Orientation & Student Leadership Programs. 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. Specifically, the Graduate Coordinator for Student Organization Services is a support resource for ProfLink (CampusLabs Engage). 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. Serve as an event consultant for student organizations, approving events submitted via ProfLink and assisting in planning a successful event including attention to risk management and applicable University policies and procedures.
   b. 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.
   c. Assist with office reception and referral and mentor undergraduate student workers.
   d. Collaborate with the Student Government Association Executive Vice President 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.
   e. Represent the Office of Orientation & Student Leadership Programs at functions.

II. Programmatic Support
   a. Assist in tracking and reporting student leadership achievements within the Co-Curricular Transcript module of ProfLink.
   b. Assist with Leadership Rowan programs for undergraduate students.
   c. Coordinate assessment efforts measuring student organization and success through student organization involvement and best practices for student organization advisers.
   d. Develop a cooperative relationship and facilitate ongoing communication with other staff in the Division of Student Affairs and our other University partners.
   e. Assist with other programs within the Division of Student Affairs, including but not limited to: Welcome Weekend, Start Up Smart, Homecoming, Family Weekend, etc.
III. Administrative
   a. Serve as a primary point of contact for student leader and university staff in learning and implementing the ProfLink student engagement platform. Provide individual and group technical support, troubleshooting, and training.
   b. Assist student organizations and departments in establishing and managing ProfLink profiles, events, rosters, curriculums, and elections.
   c. Respond to internal and external requests in a timely manner.
   d. Keep supervisor informed of professional and program successes, challenges, and concerns through regular written reports (as necessary) and one-on-one meetings.
   e. Perform other duties as assigned.

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**Student Learning Outcomes**

Graduate students employed in this capacity are expected to gain:
- Technical skills in managing an online student engagement system and implementing a large-scale technical project in a University environment. Additional technical skills including basic web page editing, Microsoft Office and Adobe Creative Suite 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).
- Professional verbal and written communication skills (PEF).
- Knowledge of comprehensive orientation and student leadership development programs and professional standards for best practices (LEAD, SLD).
- Experience collaborating with various constituents such as students, organizations, and departments across campus (A/S).
- Basic supervision skills and an improved awareness of staff dynamics (OHR*).
- Detailed program evaluation and learning outcome assessment experience (AER).
- Basic budgeting experience for programs (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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**Terms and Conditions of Appointment**

I. Time Commitment
   a. Occasional evening and weekend work is required.
   b. Work 20 hours per week in the fall and spring terms. Scheduling priority should be given to orientation and student leadership programs, with remaining hours worked in the Student Government Association or other Associate Vice President for Student Life offices.
   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 Graduate Coordinator for Student Organization Services must possess a Bachelor’s degree and be enrolled as a graduate student. Enrollment in the Higher Education Administration or Master of Business Administration: Management Information Systems (MIS) programs at Rowan University is preferred, though not required. Coordinators must maintain good academic and judicial standing throughout employment.

b. 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.

c. 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.

d. 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 $11,000 annual stipend paid bi-weekly throughout the employment period for an 11-month contract or $8,000 for an academic year contract.

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

e-mail: oslp@rowan.edu

Katherine Kealey, Director  
Rowan University Orientation & Student Leadership Programs  
Savitz Hall – Suite 203  
201 Mullica Hill Rd  
Glassboro, NJ 08028  

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.