

**Orientation & Student Leadership Programs**  
**Graduate Coordinator - Student Organization Services**  
**Job Description (live-on)**

**Job Title:** Graduate Coordinator, Student Organization Services  
(Program Assistant, Level 4, Step 3)

**Salary Range:** \$11,500 annual stipend  
*This position is funded by undergraduate fees, and contingent upon annual renewal*

**Department:** Orientation & Student Leadership Programs, Division of Student Life

**Reports to:** Assistant Director, Student Organization Services

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The Graduate Coordinator for Student Organization Services is a valued member of the Division of Student Life staff and reports to the Assistant Director, Student Organization Services. 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 Anthology Engage (ProfLink). 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 Coordinators, but will include:

**I. Student Engagement (40%)**

- 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. Meet with student groups to guide & advise them in their leadership development & involvement on campus, and make referrals to appropriate campus resources.
- d. Represent the Office of Orientation & Student Leadership Programs at Admissions Open House functions & other Rowan admissions events.
- e. Assist in the planning of transfer, freshman, and parent & family orientation programs.

## II. Programmatic Support (30%)

- 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 Life and our other University partners.
- e. Assist with other programs within the Division of Student Life, including but not limited to: Welcome Weekend, Start Up Smart, Homecoming, Family Weekend, etc.
- 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.

## III. Administrative (30%)

- 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. Maintain student staff personnel records and student leadership development files with attention to detail and confidentiality.
- d. Assist with reception and referral within the Office of Orientation & Student Leadership programs and mentor undergraduate student workers.
- e. Respond to internal and external requests in a timely manner.
- f. Keep supervisor informed of professional and program successes, challenges, and concerns through regular written reports (as necessary) and one-on-one meetings.
- g. 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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### **Minimum Job Requirements:**

#### Education:

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.

#### Experience:

Previous experience in student government, student leadership roles, and/or student organizations.

#### 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.

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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 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 Student Organizations Services 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 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 or take summer classes unless an exception has been discussed in advance with 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.

## III. Remuneration

The Coordinator will receive tuition assistance (excluding student fees) for up to 36 credit hours over two academic years and an \$11,500 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), and also includes university housing.

## 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](mailto:oslp@rowan.edu)

Please make email subject: (Name) Grad Coordinator Student Organization Services Application

Emmalee Holaday, Assistant Director, Student Organization Services  
Rowan University  
Orientation & Student Leadership Programs  
Chamberlain Student Center- Suite 220  
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.

11/28/2022