Graduate Coordinator of Facilities

The Facilities Graduate Coordinator position is to assist Campus Recreation with facilities and operations, including program assistance, staff, and facility supervision. The position reports directly to the Assistant Director of Facilities, Aquatics & Event Operations. The Assistant Director will work with the Graduate Coordinator and expects to clearly communicate expectations, goals, timeliness, as well as provide constant feedback and evaluation. The position will assist in the direct supervision of the student facilities operations staff and overall maintenance of the campus recreation facilities and fields. The Graduate Coordinator will be expected to lead, mentor, and evaluate student facilities staff. The Graduate Coordinator will assist in student building manager recruitment, training, evaluation and meeting preparation. This individual will contribute to planning strategic goals, assessment of existing facilities/fields and contributing to positive changes in the management of facilities, staffing, equipment, communication with facilities trades, informal recreation logistics and special event programming. The assistantship will provide the student with comprehensive, hands on training to further enhance their professional development in the field of recreation.

Facilities Responsibilities:

- Assist with all aspects of facility management, operations, and maintenance
- Recruit, hire, train, schedule, supervise, and assess all student facility operation assistants
- Create daily student facilities staff shift duties
- Ensure student employees have completed proper payroll forms
- Assist with conducting and preparing weekly & monthly staff meetings
- Assist with recruiting, hiring, training, supervising, and evaluating student building managers
- On-site representative for emergency situations (inclement weather, no show building manager, facility maintenance emergencies)
- Perform maintenance, cleaning and repair work
- Oversee inventory of cleaning and maintenance supplies and miscellaneous equipment
- Input and follow-up on work orders concerning maintenance problems
- Assist with equipment checkout rentals
- Coordinate and or supervise departmental special events
- Post schedules and area closings throughout the facility
- Assist in researching equipment, vendors, and contractors for building maintenance
- Assist with supervising university-wide special events and facility rentals
- Develop and implement informal recreation opportunities
- Perform daily and/or weekly facility audits
- Review current techniques and trends to implement best practices in facility management

Required Qualifications

- Bachelor’s degree and acceptance into a [graduate program](#) at Rowan University
- Valid Driver’s License and/or ability to obtain valid Driver’s License required
- Weekend and evening availability
- Experience working in facilities and event operations
- Strong interpersonal, leadership, and communication skills, both verbal and written
- This position requires someone who is willing to work in a team environment to provide and uphold our quality service standards
- Knowledge and experience with desktop publishing and other computer applications in a PC or MAC environment
- CPR certification prior to employment
- The ability to lift 25 pounds or more
Preferred Qualifications

- Bachelor’s degree in sport management/administration, recreation, physical education, leisure studies or related field
- 1-2 years working within areas of campus recreation sport facilities and event operations
- Experience supervising student staff
- Knowledge in working with google drive and microsoft office applications
- Experience supporting and hosting special events
- Knowledge of Sub It Up online scheduling software
- CPR/1st Aid Instructor certification

Compensation/Expectations

Stipend/Benefits:

- Twelve month (July - June) commitment for 20 hours per week with emergency on call duties for facility coverage and inclement weather assistance. Preferred start date July 1, 2020, but could start earlier (flexible with requested time off)
- Total package worth approximately $37,000 not including summer compensation beginning at $10/hour
- $8,000 stipend and full tuition waiver (in and out of state)
- On-campus furnished apartment
- Full funding of tuition is up to 36 credit hours over 2 academic years
- Summer class and employment requests may be made to your direct supervisor for review and approval
- Graduate Coordinator is responsible for University fees, books, and health insurance
- $1,000 professional development stipend to use for conferences, workshops, certifications, and tournaments
- $500 per semester on the Rowan Card which can be used for food/books
- Additional employment outside of Campus Recreation must be reviewed and approved by your direct supervisor
- Rowan Graduate Coordinator parking permit
- Renewal of the Graduate Coordinator contract is contingent upon your work and academic performance

Additional Responsibilities for All positions:

- Attend bi-weekly Pro Staff meetings
- Ability to work evenings and weekend hours
- Assist with Campus Recreation special events, all campus recreation staff trainings and meetings, and other duties as assigned
- Participate in Campus Recreation committees
- Train as a building manager to work a minimum of 1 weekly shift and fill in on shifts as needed/assist with facility management
- Pass van certification to assist in transportation for Campus Recreation special events, conferences/workshops, and University functions
- Assist with Open House events and other marketing/outreach of campus recreation programs
- Develop and administer assessments and evaluations
- Lead new student employee hiring sessions
- Work collaboratively with other departments and Graduate Coordinators across campus

Application Process:

Questions concerning this position may be directed to Brian Calio- Assistant Director of Facilities, Aquatics, & Event Operations at (856) 256-4982 or calio@rowan.edu.

For full consideration, a cover letter, resume, and a list of three references including names, phone numbers, and email addresses should be sent to Brian Calio via email calio@rowan.edu. Applications will be accepted until the position is filled.
Priority deadline is February 21st. Phone/Video interviews will be conducted after the priority deadline. Information about Rowan’s Department of Campus Recreation can be found at [www.rowan.edu/rec](http://www.rowan.edu/rec).

*Rowan University is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law.*