



## Campus Recreation Graduate Coordinator - Facilities Job Description

**Job Title:** Graduate Coordinator, Facilities

**Salary Range:** \$14,500 annual stipend and residential housing provided

*This position is funded by Campus Recreation, and contingent upon annual renewal*

**Department:** Campus Recreation, Division of Student Life

**Reports to:** Assistant Director of Facilities & Operations

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### **Position Summary:**

The Graduate Coordinator for Facilities is a valued member of Campus Recreation and reports to the Assistant Director of Facilities & Operations. The position is to assist with the facilities and operations, including program assistance, staff, and facility supervision. The Assistant Director will work with the Graduate Coordinator and expects clear communication of expectations, goals, timeliness, and will provide consistent feedback and evaluation. The Graduate Coordinator will be expected to lead, mentor, and evaluate student building managers and facility operations assistants in addition to the overall maintenance of the Campus Recreation facilities and fields. This individual will contribute to planning strategic goals, assessment of existing facilities/fields and contributing to positive changes in management of facilities staffing, equipment, communication with facilities trades, informal recreation logistics and event operations. The assistantship will provide the student with comprehensive, hands-on training to further enhance their professional development in the field of recreation.

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### **Job Responsibilities**

#### **Operations**

- Train as a Building Manager to work one shift per week and fill in on shifts as needed/assisting with facility management
- Support the daily operations, logistical coordination and routine maintenance tasks for the Student Recreation Center, Fitness Center and outdoor fields/courts
- Act as the on-call representative for emergency situations (inclement weather, no-show building manager, facility maintenance emergencies)
- Review and revise the standard operating procedures and task assignments for Facility Operations Assistants schedule shifts and responsibilities
- Responsible for ensuring the timely display of facility closure signage
- Coordinate staffing for departmental special events which include late night events and weekend programming throughout the year

#### **Student Development, Training and Supervision**

- Recruit, motivate, hire, train, mentor and evaluate all building facility and operation staff (approximately 20 Building Managers, 1 Lead Building Manager, 15 Facility Operations Assistants and 1 Facility Operations Supervisor)
- Assist in the supervision and continued development of the entire operations team student staff

- Serve as liaison between professional and student staff with efforts focused on communication of department initiatives and training staff performance and efficiencies
- Assist with the coordination and execution of weekly/monthly staff meetings, new staff on-boarding procedures, and help support the supervisor(s) with scheduling and scheduling issues that might arise
- Assist in evaluating and revising the Facilities Operations Manual, Building Manager Manual and Campus Recreation Risk Management manual

### **Facility Supervision and Oversight**

- Assist with supervision of custodial/housekeeping operations
- Review current techniques and trends to implement best practices in facility management
- Perform daily and/or weekly facility audits
- Assist with performing maintenance, cleaning and repair work
- Input and follow-up on work orders concerning maintenance problems
- Assist in researching equipment, vendors, and contractors for building maintenance and upgrades

### **Administrative Responsibilities**

- Attend bi-weekly departmental 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
- Assist with Open House/Orientation events and other marketing/outreach of campus recreation programs
- Develop and administer assessments and evaluations
- Attend and actively participate in professional development opportunities
- Lead new student employee hiring sessions
- Work collaboratively with other departments and Graduate Coordinators across campus
- Serve as an emergency on call for shift coverage and facility emergencies

### **Minimum Job Requirements:**

#### Education:

The Graduate Coordinator of Facilities must possess a Bachelor's degree and be enrolled as a graduate student.

#### Experience:

Previous experience in facilities and event operations

#### Specific Skills:

- Weekend and evening availability
- Strong interpersonal, leadership, and communication skills, both verbal and written
- This position requires someone who is willing to work in a diverse team environment with a focus on continual learning, development and the ability to uphold our quality service standards
- Knowledge and experience with desktop publishing and other computer applications in a PC environment
- Knowledge in working with google suite and microsoft office applications

#### Specialized Knowledge, Licenses, etc:

- Valid Driver's License and/or ability to obtain valid Driver's License required
- American Red Cross CPR/First Aid/AED certification within 30 days of employment

**Preferred Qualifications:**

- Bachelor's degree in sport management, recreation, student personnel, higher education, facilities management, physical education, leisure studies, exercise science, or related field
- 1-2 years working within areas of campus recreation operations, facilities, events, or informal recreation
- Experience supervising student staff
- Experience supporting and hosting special events
- Experience with Connect2Concepts software and SubItUp employee scheduling software

**Supervisory Responsibility, if any:**

Supervision of undergraduate student employees including student building managers and facilities student staff.

**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?**

This position is expected to be in person based on the requirements of the position.

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**Terms and Conditions of Appointment:**

- I. Time Commitment
  - a. 20 hours weekly, 12-month commitment (summer/winter breaks increase to 25 hrs weekly) beginning July 6, 2026, but could start earlier
  - b. The Coordinator is required to be punctual, reliable, and conscientious in the performance of all responsibilities.
  - c. 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 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.
  - b. 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.

- c. 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

- a. The Coordinator will receive \$14,500 annual stipend paid bi-weekly throughout the employment period for an 12-month contract
- b. On campus furnished townhouse in a graduate student community
- c. Full funding of in and out of state tuition up to 9 credit hours per semester, with a maximum of 36 credit hours over 2 academic years
- d. Graduate Coordinator is responsible for University fees, books, and health insurance
- e. \$500 on the Rowan Card each semester, which can be used for food/books
- f. Annual 8 holiday days off and 3 weeks of PTO available
- g. Professional development funding potentially available for conferences, workshops, certifications, and is contingent on budget allocation
- h. Summer class and external employment requests may be made to your direct supervisor for review and approval
- i. Glassboro campus parking permit provided - townhouse permits are the responsibility of the residential students

### IV. Termination

Campus Recreation 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:

Taylor Mullens  
[mullenst@rowan.edu](mailto:mullenst@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.

12/17/2025