



Campus Recreation Graduate Coordinator - Sport Clubs & Student Development Job Description

Job Title: Graduate Coordinator, Sport Clubs & Student Development

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 Sport Clubs & Student Development

Position Summary:

This position assists in the direct supervision of the Sport Clubs program, including oversight of student employees and participants/coaches and the Campus Recreation student development experience. The position assists in the supervision of department-level student development aspects including general recruitment, hiring protocols, all staff training, monthly workshops, departmental socials/celebrations, and all staff assessment. The assistantship will provide the student with a comprehensive and engaging experience to further enhance their professional and career development in the field of collegiate recreation.

Job Responsibilities

Sport Clubs Responsibilities

- Assist in overall administration and advising of approximately 50 active & petitioning Sport Clubs with the Assistant Director
- Evening and weekend supervision of Sport Clubs home practices or events/competitions
- Provide supervisory coverage in the absence of the Assistant Director
- Train, mentor, schedule, and evaluate Sport Clubs Supervisors as first responders and event management at sport club home events and practices
- Assist in the planning and implementation of Sport Clubs Officer trainings, including monthly officer meetings with impactful student development and sport club leadership topics
- Coordinate each semester with the intramural sports, informal recreation, and special events departments for reservation of indoor and outdoor spaces
- Develop and implement on-going coach and student-athlete training programs on required University policies and procedures relating to the successful management of the sport club
- Assist in policy and procedure development & budget planning
- Oversee the Sport Clubs Tier and Points Systems
- Uphold risk management procedures, including the inspection of facilities/fields, participant roster checks, and sport club equipment
- Evaluate and document the inventory of Sport Clubs equipment and recommend purchases
- Process Sport Clubs travel documents and financial paperwork

- Support in the allocation of funds and development of relationships with vendors to assist clubs with purchases, tournament registrations, and league dues
- Assist in creating promotional and marketing material for the campus community
- Assist in the oversight of Sport Clubs recruitment opportunities including the Sport Clubs and Campus Rec Expo, Late Night @ the REC, and scheduling interest meetings for the clubs
- Promote Sport Clubs at various university functions including Orientations, Welcome Week, Open Houses and Campus Recreation Special Events
- Plan and coordinate the End of the Year Sport Club Celebration
- Assist in the completion of the Sport Clubs Annual Report
- Office work includes the evaluation of staff and clubs, scheduling of home matches and practices, monitoring ProfLink (Anthology) form submissions, and ensuring clubs are submitting required paperwork

Student Development Responsibilities

- Coordinate with the Assistant Director on the planning, developing, assigning, and evaluating Campus Recreation all-staff trainings
- Present at New Staff Trainings on Campus Recreation policies and procedures, along with assistance in staff onboarding
- Assist in coordinating four student staff Real World Connections workshops and presentations
- Develop assessment and evaluation procedures for all staff trainings and Real World Connections
- Coordinate student onboarding logistics for positions, including managing employment applications through Proflink.
- Manage incentive and recognition programs for student staff members in collaboration with other Campus Recreation Graduate Coordinators
- Assist in the planning of student staff social events
- Coordinate early move-in procedures for All-Staff Training in August
- Manage all Campus Recreation employee contact information
- Monitor the staff uniform and apparel inventory

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 collegiate recreation sports programming

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/administration, recreation, physical education, leisure studies or related field
- 1-2 years working within areas of campus recreation sport programs, sport clubs, and student development
- Training experience with sport clubs staff
- Participation or leadership in a sport club
- Knowledge of Campus Labs (Anthology) and Sub It Up employee scheduling software
- Experience supervising student staff

Supervisory Responsibility, if any:

Supervision of undergraduate student employees that serve as sport club supervisors.

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.

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:

Drew D'Elia
delia@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