Job Title: Graduate Coordinator of Sport Clubs & Student Development, Campus Recreation

Department: Campus Recreation

Reports to: Assistant Director of Sport Clubs & Student Development

Position Summary:

Assist in the direct supervision of the Sport Clubs program, including oversight of student employees and participants/coaches and the Campus Recreation student development experience. Assist in the supervision of all departmental student development aspects including recruitment, hiring, training, workshops, socials, assessment, and celebrations. 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.

**Sport Clubs Responsibilities:**

- Assist in overall administration and advising of approximately 47 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 training, 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 REC Expo & Sport Clubs Fair, 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 (Collegiate Link) 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 staff trainings and Real World Connections
- Coordinate student interviews and onboarding logistics for student 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
- Serve as an emergency on call for shift coverage and facility emergencies

Additional Responsibilities for all graduate coordinator 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
- Assist with Open House 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

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.

Minimum Job Requirements:
- 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
- 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
- Respect for individuals from different cultures and backgrounds and the ability to engage in conversations pursuing a sense of deeper understanding and appreciation for others
- Knowledge and experience with desktop publishing and other computer applications in a PC or MAC environment
- Knowledge in working with google drive and microsoft office applications
- American Red Cross CPR/First Aid/AED 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 programs, sport clubs, and student development
- Training experience with sport clubs staff
- Participation or Leadership in a sport club
- Knowledge of Campus Labs Engage, Sub It Up employee scheduling software, google drive, and iPad applications
- Experience supervising student staff preferred
- CPR/1st Aid Instructor certification

Compensation/Stipend/Benefits:

- 20 hours weekly, 12-month commitment (summers increase to 25 hrs weekly) beginning July 5, 2022, but could start earlier
- $13,500 stipend and full tuition waiver for full-time enrollment (in and out of state)
  - Renewal of your Graduate Coordinator contract is contingent upon your work and academic performance
  - 2nd year staff may not get the full stipend if they leave the department prior to end of commitment
- Full funding of tuition is up to 36 credit hours over 2 academic years
  - Funding beyond 36 credit hours will be reviewed and approved by the Director
- On Campus furnished townhouse provided
- Total package worth approximately $43,000 annually
- $500 on the Rowan Card each semester, which can be used for food/books
- Professional development funding potentially available for conferences, workshops, certifications, and is contingent on budget allocation
- Graduate Coordinator is responsible for University fees, books, and health insurance
- Summer class and external employment requests may be made to your direct supervisor for review and approval
- On campus parking permit - Townhouse parking permits are the responsibility of the student

Application Process:
For full consideration, a cover letter; resume; and names, phone numbers, and emails of three references should be sent to Drew D’Elia via email (delia@rowan.edu). Questions concerning this position may be emailed or call (856) 256-4908. Information about Rowan Campus Recreation can be found at www.rowan.edu/rec.

Rowan University Division of Student Life Employment Statement:
This position is contingent upon availability of funding as approved by the Rowan University Board of Trustees.

In the event of extraordinary circumstances related to the current COVID-19 pandemic, force majeure, or other circumstances beyond the control of the University, this position may be eliminated, an offer may be deferred or rescinded, or the term of employment may be modified.

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.