

Position: Graduate Coordinator (GC) Chamberlain Student Center and Campus Activities (SCCA)-Event Management

Start Date: June 2023

Length of Employment: 2 years, to be reviewed annually

The Chamberlain Student Center and Campus Activities (SCCA) is seeking a responsible, motivated, and flexible individual who can work in a dynamic environment to take on the role of GC for the SCCA. This position is great training for individuals who seek a career in higher education and student affairs. This position offers hands-on experience in the areas of event management, student staff supervision and training, assessment, and evaluation. This position directly reports to the Assistant Director of Event and Information Services.

Position Requirements

The GC for the SCCA must possess a Bachelor's degree and be enrolled as a full-time graduate student at Rowan University. The graduate assistantship is contingent upon enrollment in a graduate program. Enrollment in the Higher Education Administration program is preferred, however not required. This position will require some weekend and late night hours. This position requires 20-25 hours weekly to be divided between office and event specific hours. Additional employment outside of the SCCA must be reviewed and approved by your direct supervisor.

Job Description

Event Operations (50%)

- Utilize and manage 25Live event scheduling software
- Communicate and coordinate with the Administrative Assistant, Professional Staff, and Senior Building Maintenance Supervisors for the Chamberlain Student Center
- Create and revise room layouts for each event using the online software, Social Tables
- Utilize project management tool Airtable to efficiently manage the status of all events, including supervising student workload
- Assist with vendor table requests throughout the Chamberlain Student Center
- Organize meetings and communicate with clients to design their event setup
- Assemble and distribute daily set-up packets for maintenance/setup staff
- Collect EOT approvals from University Events and update 25Live reservations
- Manage customer event follow up and obtain customer satisfaction via survey, post-event emails, etc.
- Invoice customers and follow up with event billing
- Some facility management & day of event management will be required, including high-profile events relating to the President's Office and the Board of Trustees

Student Staff Supervision (40%)

- Assist in the hiring, training, and supervising of Student Event Assistants
- Assist in the scheduling of Student Event Assistants for Special Events taking place in the Chamberlain Student Center

Departmental Support (10%)

- Assist with the planning of staff retreats/trainings, banquets, and all-staff meetings
- Assist with assessment initiatives and data collection
- Chaperone one SUP off-campus trip per semester
- Represent the department at all Admissions events including Open Houses & Accepted Student Receptions
- Assist with the planning and execution of major SCCA programs and campus-wide committees/events
- In the event of inclement weather, be called upon to assist in any capacity deemed necessary to support departmental operations
- Other duties assigned

Remuneration

- Full tuition waiver (in and out of state), not including fees. Funding is up to 36 credit hours. Funding beyond 36 credit hours will be reviewed by the Director
- On-campus furnished apartment in the Townhouse Community Complex
- \$11,000 stipend per year
- \$500 on your Rowan Card per semester, which can be used for books and food
- Professional development funds can be made available upon request per budget allotment
- Graduate Coordinator parking permit provided

Application Process:

Interested candidates should email a cover letter, resume, and a list of at least three references to Lauren Kuski at kuski@rowan.edu. Priority applicant review process begins February 13, 2023.

If you have any questions, please contact Lauren Kuski at kuski@rowan.edu.

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.