Position: Graduate Coordinator (GC)- Chamberlain Student Center and Campus Activities (SCCA)- Facilities and Operations
Start Date: June 2019
Length of Employment: 2 years

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 facilities and operations, student staff supervision and training, assessment, and evaluation. This position directly reports to the Assistant Director of Building Operations.

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 building manager hours. Summer work is also required and paid at an hourly rate. Additional employment outside of the SCCA must be reviewed and approved by your direct supervisor.

Job Description
• Assist the Assistant Director in the overall maintenance of the Chamberlain Student Center.
• Perform daily facility inspections to ensure student staffs are delivering adequate customer service, inspections for safety and policy adherence.
• Provide on call and on site event support for all events occurring in the Chamberlain Student Center supervise the facility in the absence of the Building Manager/Assistant Director.
• Work at least one Student Building Manager shift a week.
• Assist in the packet making process with daily events in the Student Center.
• Act as an emergency response and be “on call” for certain situations such as weather and other emergency developments.
• Assist in the development and coordination of initiatives in the area of student /staff development including staff hiring, training, scheduling evaluation and recognition programs.
• Assist in the selection and training of undergraduate student employees.
• Assist in evaluating and revising Building Manager Manual, Student Center Emergency Action Plan and Risk Management Procedures.
• Other related duties as assigned.

Remuneration
• Full tuition waiver (in and out of state), not including fees. Up to 36 credit hours. Funding beyond 36 credit hours will be reviewed by the Director
• On-campus furnished apartment
• $8,000 stipend per year
• $500 Boro Bucks per semester, which can be used for books and food
• $1000 annual travel stipend for professional development
• Graduate parking permit provided
• Employment during summer break is required and is compensated additionally at an hourly rate

Application Process:
Interested candidates should email a cover letter, resume and at least three references to Dan Hartman at hartmand@rowan.edu. Priority applicant review process begins February 18, 2019.

If you have any questions please contact Dan Hartman at 856-256-4634 or email hartmand@rowan.edu.