**Position:** Graduate Coordinator (GC) – Chamberlain Student Center and Campus Activities (SCCA): Marketing

Start Date: June 2020
Length of Employment: 2 years (to be completed summer 2022, but reviewed yearly)

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 planning and execution, supervision, contracting, budgeting, marketing, assessment, and evaluation. This position directly reports to the Assistant Director of Marketing and Student Programs.

**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 the graduate program. Enrollment in the Higher Education Administration program is preferred; however, not required. This position will require occasional weekend hours. This position requires 20-25 hours weekly in office 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 Responsibilities**
- Assist the Assistant Director in developing and administering a marketing plan to promote, enhance, and cultivate interest in the programs and services offered by the Chamberlain Student Center & Campus Activities
- Assist with the selection, training, supervision, and evaluation of the marketing student staff
- Collaborate with professional staff on timelines for marketing strategies, promotional campaigns, and publicity distribution
- Assist in the design, development, and distribution of all printed and online materials for the department
- Maintain and improve department’s websites and social media sites
- Maintain promotional materials including digital displays, bulletin boards, and an inventory of all giveaways
- Maintain campus-wide Digital Signage content and user accounts
- Assist with the planning of staff retreats/trainings, banquets, and all-staff meetings
- Assist with assessment initiatives and data collection
- Assist with the planning and execution of major SCCA programs and campus-wide committees/events
- Represent the department at Open Houses, New Student Orientations, and student receptions
- 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 credits will be reviewed by the Director
- $8,000 stipend per year
- $500 on your Rowan Card per semester
- On-campus furnished apartment
- Graduate parking permit provided
- $1,000 annual travel stipend for professional development
- 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 Lauren Kuski at kuski@rowan.edu. Priority applicant review process begins February 17, 2020.

If you have any questions please contact Lauren Kuski at 856-256-4879 or kuski@rowan.edu.