**Position:** Graduate Coordinator (GC) – Chamberlain Student Center and Campus Activities (SCCA): Rowan After Hours (RAH) and Special Events  
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 Rowan After Hours.

**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 weekend and late night hours (approximately 7:30 PM – 1:30 AM). This position requires 20-25 hours weekly to be divided between office and programming 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 in the overall development and implementation of Rowan After Hours, the late-night and weekend programming model at Rowan University
- Assist in the training and supervision of approximately 20-25 student staff members
- Work directly with student clubs & university offices/departments to plan co-sponsored events
- Process and negotiate contracts with outside agencies
- Assist with the planning of staff retreats/trainings, holiday and end of year banquets, etc.
- Assist in the planning, promotion, and execution of SCCA special event programming initiatives including South Jersey Vendor showcase, Haunted Student Center, Cram Jam, etc.
- 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 as assigned

**About Rowan After Hours**
Rowan After Hours is Rowan University’s late-night and weekend programming model. It was designed to provide students a safe and enjoyable environment on the weekends. Rowan After Hours takes place every Thursday, Friday, and Saturday night from 9 PM to 1 AM.

**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.