

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

*Start Date:* June 2024

*Length of Employment:* 2 years, to be 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 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 a graduate program. Preference is given to students enrolled in the Higher Education Administration program and who will be committed to a two-year contract. 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. Additional employment outside of the SCCA must be reviewed and approved by your direct supervisor.

### **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.

### **Job Description**

#### *Event Management (50%)*

- Assist in the overall development and implementation of Rowan After Hours, the late-night and weekend programming model at Rowan University
- Work directly with student clubs & university offices/departments to plan co-sponsored events
- Process and negotiate contracts with outside agencies
- Serve as supervisor for over 70 RAH on-campus programs throughout the academic year, including providing staff supervision, leadership, hands-on training, risk management, etc.

#### *Special Events Management (25%)*

- Assist in the planning, promotion, and execution of SCCA special event programming initiatives including South Jersey Vendor showcase, Poster Sale, Haunted Student Center, Cram Jam, Welcome Week, etc.
- Oversee consistent SCCA programming initiatives, such as weekly Profs Place Trivia series
- Supervise SCCA Special Events staff and volunteers, including the recruiting, training, and evaluation of team members

#### *Student Staff Supervision (15%)*

- Assist in the hiring, training, and supervision of approximately 20 undergraduate student staff and 5 undergraduate student coordinators
- Attend weekly student staff & coordinator meetings
- Directly supervise student coordinators and their specific committees

#### *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 or 18 credit hours per fiscal year will be reviewed by the Director
- On-campus furnished apartment in the Townhouse Community Complex
- \$13,500 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
- Total graduate coordinator package is over \$43,000 per year

**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](mailto:kuski@rowan.edu). Priority applicant review process begins February 16, 2024.

If you have any questions, please contact Lauren Kuski at [kuski@rowan.edu](mailto: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.*