Position: Graduate Coordinator (GC) – Chamberlain Student Center and Campus Activities (SCCA): Service Areas Operations and Programming

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: facilities management, event planning and execution, supervision, contracting, budgeting, marketing, assessment, and evaluation. This position directly reports to the Assistant Director of Service Areas and Inclusion Initiatives.

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 night and weekend hours. 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:
● Participate in the oversight of the Chamberlain Student Center Game Room and Information Services including equipment and area maintenance, customer engagement efforts, policy enforcement, researching new trends, etc.
● Assist in the training, supervision, scheduling, and evaluation of approximately 50-55 student staff members
● Assist in the planning, promotion, and execution of Service Area programming initiatives including game tournaments, special gaming events, passive programming, Extra Life Marathon, etc.
● Co-manage the services offered through both the Information Desk and The Game Room including, but not limited to, the Equipment Rental Program, ticket sales, portable power charger program, and lost and found.
● 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.