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

Start Date: June 2022
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 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. Additional employment outside of the SCCA must be reviewed and approved by your direct supervisor.

Job Description:
Service Area Facility & Program Management (60%)

- 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 planning, promotion, and execution of Service Area programming initiatives including game tournaments, special gaming events, passive programming, etc.
- Co-manage the services offered through both the Information Desk and The Game Room including, but not limited to, ticket sales, portable power charger program, and lost and found
- Respond to University Switchboard phone calls, document caller information and data, and follow up, as necessary
- Accurately and efficiently process financial transactions, including but not limited to, event tickets, Equipment Rental Services, etc.

Student Staff Supervision

- Directly supervise the student staff team responsible for the SCCA service areas, including the Rowan University Information Desk, Call Center, and The Game Room
- Assist with the selection and training of all student staff, as well as assist in all payroll management
- Conduct and attend weekly staff meetings
- Hold and oversee performance evaluation meetings on semesterly basis

Departmental Support

- 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 will be reviewed by the Director
- On-campus furnished apartment in the Townhouse Community Complex
- $11,000 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

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 14, 2022.

If you have any questions, please contact Lauren Kuski at 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.