Position: Graduate Coordinator (GC) – Chamberlain Student Center and Student Activities (SCCA): Student University Programmers (SUP)
Start Date: June 2019
Length of Employment: 2 years

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 advising, supervision, contracting, budgeting, marketing, assessment, and evaluation. This position directly reports to the Assistant Director of Marketing & Student Programs Advisor, Student University Programmers (SUP).

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. Enrollment in the Higher Education Administration program is preferred, however not required. This position will require some weekend and late night hours (after 9 PM). 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.

Job Description:
• Co-advising the student programming board:
  o Advise students on program planning, contract negotiation, liability/risk management, insurance, assessment and other current issues in the field of campus events
  o Manage $370,000 programming budget
  o Attend weekly meetings
• Assist with the planning of staff retreats/trainings, holiday and end of year banquets, and monthly all-staff meetings.
• Assist with the planning and execution of major SCCA such as Welcome Week, Homecoming, Field Day, Lil’ Sibs Weekend, etc.
• Other duties as assigned.

About the Student Programming Board (SUP):
The purpose of the Student University Programmers shall be to provide the students of Rowan University with an array of diverse, educational, and entertaining programs, to encourage the development of leadership skills and cooperation among all students, and to promote the interests, image, and quality of experience at Rowan University. Feel free to view the SUP website at http://www.rowan.edu/scca

Remuneration:
• Full tuition waiver (in and out of state), not including fees for up to 36 credit hours. Funding beyond 36 credit hours will be reviewed by the Director
• On-campus furnished apartment
• $8,000 stipend per year
• $500 Boro Bucks per semester, which can be used for books and food
• $1,000 annual travel stipend for professional development
• Graduate parking permit provided
• Employment during summer break is required and is compensated additionally at an hourly rate

Application Process:
Interested candidates should email cover letter, resume and at least three references to Dan Hartman, hartmand@rowan.edu. Priority applicant review process begins Feb 18, 2019.

If you have any questions please contact Dan Hartman at 856-256-44634 or email hartmand@rowan.edu