



## **Student Government Association Graduate Coordinator - Student Organization Services Job Description**

**Job Title:** Graduate Coordinator, Student Organization Services  
(Program Assistant, Level 4, Step 3)

**Salary Range:** \$11,500 annual stipend  
*This position is funded by SGA fees, and contingent upon annual renewal*

**Department:** Student Government Association, Division of Student Life

**Reports to:** Associate Vice President for Student Life

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### **Position Summary:**

The Graduate Coordinator for Student Organization Services is a valued member of the Division of Student Affairs staff and reports to the Associate Vice President for Student Life, Student Government Association adviser. The graduate coordinator is responsible for the successful preparation for and delivery of student involvement programs that impact students' academic and personal achievement at Rowan, and is expected to provide overall support to make each program a success. Specifically, the Graduate Coordinator for Student Organization Services is the primary campus support person for Engage (ProfLink). In all activities, the graduate coordinator recognizes that service to students is a top priority.

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### **Essential Functions/Percentage of Time Spent on Each:**

Job responsibilities will vary based on tasks and projects that need to be accomplished and the interests of the Graduate Coordinator, but will include:

- I. Student Engagement (30%)
  - a. Demonstrate, model, and coach advanced leadership skills, including: group facilitation, collaboration, problem solving, goal setting, attention to group dynamics, organizational development/team building, time management, effective oral & written communication, meeting management, motivation, respect, integrity, inclusion, listening, conflict management, and event management.
  - b. Assist with reception and referral within the Student Government Association Office and mentor undergraduate student workers.
  - c. Collaborate with the Student Government Association President, Executive Vice President, and Chief Financial Officer to plan and present ongoing training and development workshops for student leaders on general organization management and specific Engage implementation strategies; assist in management of organization records, finances, and recognition.
  - d. Assist in advising Student Government Association Executive Board members.
  - e. Represent the Student Government Association as assigned at functions.
  - f. Serve as a point of contact for all SGA Club Advisors through regular Advisor Workshops, maintaining the Advisor Handbook, and releasing regular updates.

## II. Programmatic Support (30%)

- a. Serve as an Event Consultant for SGA Chartered and Petitioning Organizations, coaching student organization leaders through the event planning process and referring them to appropriate campus resources.
- b. Assist in tracking and reporting student leadership achievements within the Co-Curricular Transcript module of Engage.
- c. Assist with Leadership Rowan programs for undergraduate students.
- d. Attend the Student Government Association's regular meetings, which include weekly executive board and senate meetings, retreats, and committee sessions.
- e. Coordinate assessment efforts measuring student organization and success through student organization involvement and best practices for student organization advisers.
- f. Develop a cooperative relationship and facilitate ongoing communication with other staff in the Division of Student Affairs and our other University partners.
- g. Assist with other programs within the Division of Student Affairs, including but not limited to: Welcome Weekend, Homecoming, Family Weekend, etc.

## III. Administrative (40%)

- a. Serve as the primary point of contact for student leaders and university staff in learning and implementing the Engage student engagement platform. Provide individual and group technical support, troubleshooting, and training.
- b. Assist student organizations and departments in establishing and managing Engage and 25Live profiles, events, rosters, curriculums, and elections.
- c. Maintain student staff personnel records and student leadership development files with attention to detail and confidentiality.
- d. Respond to internal and external requests in a timely manner.
- e. Work collaboratively to manage department and organization rentals through the SGA Office.
- f. Keep supervisor informed of professional and program successes, challenges, and concerns through regular written reports (as necessary) and one-on-one meetings.
- g. Perform other duties as assigned.

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## Student Learning Outcomes:

Graduate students employed in this capacity are expected to gain:

- Technical skills in managing an online student engagement system and implementing a large-scale technical project in a University environment. Additional technical skills including basic web page editing, Microsoft Office and Adobe Creative Suite software packages, and an understanding of social marketing are utilized (TECH).
- Experience working as a member of a high performing team in a dynamic environment (OHR).
- Professional verbal and written communication skills (PEF).
- Knowledge of comprehensive student leadership development programs and professional standards for best practices (LEAD, SLD).
- Experience collaborating with various constituents such as students, organizations, and departments across campus (A/S).
- Basic supervision skills and an improved awareness of staff dynamics (OHR\*).
- Detailed program evaluation and learning outcome assessment experience (AER).
- Basic budgeting experience for programs (OHR).
- Improved public speaking and presentation skills (PEF).
- Enhanced skills working with diverse student populations (SJI).

\* Parenthesis refer to the ACPA and NASPA (2015) *Professional Competencies for Student Affairs Educators* addressed by these outcomes.

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### **Minimum Job Requirements:**

#### Education:

The Graduate Coordinator for Student Organization Services must possess a Bachelor's degree and be enrolled as a graduate student. Enrollment in the Higher Education Administration or Master of Business Administration: Management Information Systems (MIS) programs at Rowan University is preferred, though not required.

#### Experience:

Previous experience in student government, student leadership roles, and/or student organizations.

#### Specific Skills:

Ability to learn computer applications for use at an advanced level.

#### Specialized Knowledge, Licenses, etc:

Knowledge of, or ability to learn, 25Live, Anthology Engage, and G Suite software.

### **Supervisory Responsibility, if any:**

None

### **Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job: Occasionally lift or transport materials weighing 40 lbs. or less. Must be able to move about the campus. Must be able to sit for long periods of time in front of a computer terminal. Will occasionally work outdoors and be exposed to weather conditions. The noise level in the work environment is usually moderate.

### **Can this position be performed remotely? If yes, what percentage of the duties can be performed remotely?**

If needed, in emergency situations, this position can be performed 100% remotely. When the SGA Office is open, the Associate Vice President for Student Life, Financial Assistant, Head Clerk, and Graduate Coordinator will arrange physical office coverage together.

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### **Terms and Conditions of Appointment:**

- I. Time Commitment
  - a. Occasional evening and weekend work is required. SGA meetings are each Monday evening 5-9 p.m.
  - b. Work 20 hours per week in the fall and spring terms.
  - c. The Coordinator is required to be punctual, reliable, and conscientious in the performance of all responsibilities.

- d. All other time commitments must be negotiated in advance with the supervisor. The Coordinator may not hold outside employment for the duration of his/her appointment or take summer classes unless an exception has been discussed in advance with the supervisor.

## II. Academic Standards and Professionalism

- a. The Coordinator may not drink any alcoholic beverages or use or be under the influence of any other drugs that may diminish alertness or effectiveness while working. The Coordinator may not use, or be under the influence of, alcohol and other drugs in the presence of any student or parent program participants.
- b. The Coordinator must maintain high personal standards in behavior, appearance, and attitude, and is also expected to demonstrate professional and appropriate relationships with students, parents, and other staff members.
- c. The Coordinator will represent University services, academics, organizations, etc., as part of the total Rowan experience in an accurate and unbiased manner, and may provide individual counseling to students.

## III. Remuneration

The Coordinator will receive tuition assistance for up to 36 credit hours over two academic years and an \$11,500 annual stipend paid bi-weekly throughout the employment period for an 11-month contract (August-June for first year coordinators & July-May for second year of appointment if renewed), and also includes university housing.

## IV. Termination

The Student Government Association may dock pay, place a staff member on probation, or terminate employment under the following circumstances:

- a. Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her employment including the following Rowan University standards:
  - i. Three or more repeated, unreported absences from work
  - ii. Insubordination
  - iii. Breach of confidentiality
  - iv. Theft or fraud
  - v. Threatening a supervisor
  - vi. Failure to meet the standards of Satisfactory Academic Progress

A Rowan University student may also be immediately terminated from all Institutional and Federal Work Study Programs for the duration of the academic year for one of these offenses.

- b. On-campus or off-campus conduct deemed inappropriate for a University staff member, which includes violations of Division of Student Affairs policies and procedures, Student Code of Conduct, Alcohol & Other Drugs policies, and/or other University policies.
- c. Funding for the position becomes unavailable.

*DISCLAIMER: This is not an exhaustive list of all responsibilities, requirements, and skills. Employees are required to perform tasks assigned by supervisors and management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.*

**RU Classification:** Program Assistant, Level 4, Step 3  
Rowan University is an Equal Opportunity Employer.

**Contact:** Interested applicants should send a cover letter highlighting relevant education and experience, a résumé, and the names of three references to:

Dr. Drew Tinnin  
Rowan University  
Student Government Association  
Chamberlain Student Center  
201 Mullica Hill Rd  
Glassboro, NJ 08028  
tinnin@rowan.edu

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.

11/28/2022