The Graduate Coordinator for Assessment is a valued member of the Division of Student Affairs staff and reports to the Director of Strategic Planning and Management. The graduate coordinator is responsible for assisting with staff training and supporting the assessment of Division of Student Affairs facilities, programs, and services.

**Job Responsibilities**

The following description addresses the general duties and responsibilities of the Graduate Coordinator position. This document does not cover all job expectations or specific procedures for completing these responsibilities. All staff members are expected to review and abide by additional policies and specific procedures described in other documents including staff manuals, as well as all local, state and federal laws. Job responsibilities will vary based on tasks and projects that need to be accomplished and the interests of the Graduate Coordinator, but will include:

- Help maintain and update the Student Affairs Assessment System.
- Assist in coordinating assessment projects and tasks.
- Monitor assessment data collection.
- Assist with development of reports for assessment purposes.
- Provide support and training for staff on the assessment system.
- Perform other related duties as may be assigned.

**Desired Qualifications**

- Experience working with assessment data.
- Excellent verbal and technical writing skills to create documentation and reports.
- Advanced proficiency in common business applications such as Excel, Word, PowerPoint, email, web applications, and chart software.
- Ability to juggle multiple tasks and projects.
- Ability to work independently and as part of a larger team.
Student Learning Outcomes

Graduate students employed in this capacity are expected to gain:

- Detailed program evaluation and learning outcome assessment experience. (AER)
- Improved public speaking and presentation skills. (LEAD)
- Experience working as a member of a high performing team in a dynamic environment. (OHR; LEAD)
- Professional verbal and written communication skills. (LEAD)
- Technical skills including basic web page editing, Microsoft Office and Adobe Creative Suite software packages, and an understanding of social marketing. (TECH)

*In parentheses is the reference information for the Professional Competency Areas for Student Affairs Educators (ACPA & NASPA, 2015) that correspond with each outcome.*

Terms and Conditions of Appointment

I. Academic Standards

The Graduate Coordinator for Assessment must possess a Bachelor’s degree and be enrolled as a graduate student. Enrollment in the Higher Education Administrative program at Rowan University is preferred, though not required. Coordinators must maintain good academic and judicial standing throughout employment.

II. Termination

The Office of Strategic Planning and Management 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:
   
   1. Three or more repeated, unreported absences from work
   2. Insubordination
   3. Breach of confidentiality
   4. Theft or fraud
   5. Threatening a supervisor
   6. 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.

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

e-mail: assessment@rowan.edu

Rihab Saadeddine, Ed.D.
Strategic Planning and Management
Bunce Hall, Room 170
201 Mullica Hill Rd
Glassboro, NJ 08028

*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.*