Graduate Coordinator – Volunteerism, Community Engagement & Commuter Services
Position Description
2021-2022 Academic Year

Reporting to the Assistant Director for the Office of Volunteerism, Community Engagement & Commuter Services (VCECS), the Graduate Coordinator is a 10-month graduate student position serving as a key paraprofessional member of the VCECS team.

Please note that this position and all positions within the Division of Student Life are contingent upon availability of funding as approved by the Rowan University Board of Trustees.

The Office of Volunteerism, Community Engagement & Commuter Services provides programming, resources, and support to promote a Rowan community of active citizens. We work collaboratively with university faculty and community partners to design a range of curricular and co-curricular service-learning opportunities. Students who engage with service learning, volunteerism and community engagement at Rowan will reflect on meaningful volunteer experiences as they develop a lifelong commitment to their communities.

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 will be 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:

I: Programmatic Support & Development
- Coordinate all aspects of Weekly Service Opportunities program, including advertising, volunteer recruitment, community partner communication, program planning, organization, transportation, and follow-up feedback solicitation
- Maintain participation records for all program activities
- Coordinate assessment efforts for all programs and assist in the development and evaluation of student learning outcomes
- Assist in the planning, implementation and execution of “First-Year Connection: volunteerism” program
- Facilitate personal consultations with individual students as well as student groups interested in volunteer activities
- Assist with other programs within the Division of Student Life, including but not limited to: Welcome Weekend, Homecoming, Family Weekend, etc.

II: Administrative
- Respond to internal and external requests in a timely manner
- Keep supervisor informed of professional and program successes, challenges, and concerns through written reports (as necessary) and 1-on-1 meetings
- Maintain high personal standards in behavior, appearance, and attitude
- Demonstrate professional and appropriate relationships with students, parents, Rowan faculty/staff, and community partner representatives
- Share supervisory responsibilities in supervision of office Work Study student staff
- Perform other duties as assigned

**Qualifications and Requirements**

- Bachelor’s degree and at least 1 year of related/transferable experience in student leadership or programming planning in a university context
- Strong interest in volunteerism and student engagement
- Must possess a valid driver’s license and be university van certified (or, must complete van certification prior to start of employment) with a willingness to transport students in university vans regularly
- Candidates for this position must complete a required disciplinary records disclosure form and submit this form to their undergraduate institution(s). Records of violation of university policies at these institution(s) will be highly scrutinized, but will not automatically preclude employment
- Must be a full-time graduate student in good academic standing making reasonable progress toward a degree objective
- Must possess strong decision-making skills with discretion while exercising good judgment
- Must be able to maintain confidentiality of sensitive student information
- Must be in good conduct/judicial standing and remain throughout the term of employment
- Possess strong communication, writing and organizational skills
- Energy, attention to detail, and creativity

**Expected Time Commitment**

The Graduate Coordinator is expected to work 20 hours per week. Business hours are Monday through Friday 8:00am-4:00pm. The position will require occasional weekend and evening hours to facilitate programs, events, and/or meetings as needed. A combination of business week office hours and service project facilitation hours will count towards the 20 hours per week expectation.

**Start Date and Term**

The preferred start date for this position is August 16, 2021 with expected participation in the “First-Year Connection: volunteerism” program (August 21 – August 28, 2021 *ANTICIPATED*). The position term extends until May 2022. Hourly wage opportunities may be available prior to preferred start date.

**Supervision**

The Graduate Coordinator is supervised by the Assistant Director in the Office of Volunteerism, Community Engagement & Commuter Services.

**Evaluation**

In an atmosphere of constructive feedback, performance will be evaluated by the supervisor each semester.
Remuneration
- Full tuition waiver (in and out of state), not including fees. Funding is up to 21 credit hours (9/Fall, 9/Spring, & 3/Summer). Funding beyond 21 credit hours will be reviewed by the supervisor
- On-campus furnished apartment
- $8000 stipend per year paid on a biweekly basis over the contract term
- $750 RowanBucks per semester, to be used at the discretion of the Graduate Coordinator
- Graduate Coordinator parking permit provided

Application Procedure
Resumes will be reviewed beginning February 25, 2021. Position is contingent upon availability of funding as approved by the Rowan University Board of Trustees. Submit cover letter, resume, contact information of three references, and any other supporting material to:

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