

Graduate Coordinator – Healthy Campus Initiatives

Post Date: August 2021
Category:
Department: Healthy Campus Initiatives
Status: Graduate Coordinator - paid hourly during the fall & spring semesters
Deadline Date:

Position Summary:

The Healthy Campus Initiatives Graduate Coordinator, under the supervision of the Assistant Director of Healthy Campus Initiatives, will be responsible for planning large-scale events in the fall and spring semesters (Student Mental Health Conference and Take Back the Night) as well as co-supervise a group of undergraduate interns from a variety of majors.

The responsibilities of this position include working independently and as a member of a team under moderate supervision to:

- 1) maintain a high level of organization and flexibility,
- 2) supervise undergraduate staff
- 3) present materials related to mental health, suicide prevention, sexual health, sexual violence prevention, and alcohol/other drug education to students, faculty, and staff.
- 4) collaborate with other university departments to maintain a full functioning Wellness Center, with communication and community event planning,
- 5) have a high level of engagement and interest with marketing and social media planning.
- 6) perform other duties as assigned

This position is assigned up to 10 hours per week. Work assignment is subject to renewal each fiscal year.

Preferred Qualifications:

- Currently enrolled in a graduate program at Rowan University
- Supervisory skills
- Discretion and professionalism in dealing with sensitive information.
- Strong interpersonal communication, customer service skills
- Cross-cultural sensitivity.
- Ability to handle multiple tasks simultaneously, be well-organized and task-oriented, perform effectively under pressure and adapt to changing demands and priorities.