

Chamberlain Student Center- Graduate Coordinator **Marketing and Special Projects (Off-Campus Position)**

Job Summary:

The Graduate Coordinator's job is to assist the Chamberlain Student Center with marketing its programs and services as well as creating and executing special events. The Graduate Coordinator is an extension of the Professional Staff and is expected to assist with policy enforcement and student staff supervision. This position works independently and collaboratively with University and Student Center staff to create and maintain a dynamic and developmental physical and online presence for the CSC.

Specific Tasks, Duties, and Responsibilities:

- Assist the Assistant Director in developing and administering a marketing plan to promote, enhance, and cultivate interest in the programs, services and facilities offered by or within the Student Center
- Collaborate with professional staff on timelines for marketing strategies, promotional campaigns, and publicity distribution
- Assist with related research and survey development, assessments and evaluation of departmental programs
- Maintain campus wide Digital Signage content & user accounts
- Assist in management and maintenance of point-of-sale software for the Information Desk and all daily sales/ticket sales
- Manage weekly Trivia Night, monthly Profs Spotlight, and game tournaments in Prof's Place/Game Room
- Assist with the selection, training, and supervision of student marketing staff including: a student graphic designer, web designer, marketing assistant and videographer
- Assist in the design, development, and distribution of all printed and on-line material for Student Center
- Maintain department website and social media accounts
- Assist in the selection, training, supervision, recognition and evaluation of student staff
- Represent the department at Open Houses, New Student Orientations and Student Receptions
- Assist with planning and promotion of departmental and divisional initiatives, including programming and other outreach programs/activities
- Facility supervision including the enforcement of facility policies and procedures
- Assist in the coordination of all-staff meeting agendas, planning and preparation
- Order and keep inventory of promotional supplies
- Chaperone student trips; drive university van when needed
- Attend weekly and monthly staff meetings
- Serve on student advisory council or related focus groups
- Assist in coordination and supervision of major events in facility and campus-wide
- Attend and actively participate in professional development opportunities
- Provide back-up support for the Information Desk, Prof's Place, Food Court and Building Managers
- Work collaboratively with other Graduate Coordinators in the department/division
- Research and execute a variety of facility-related projects as assigned
- Other duties assigned; some weekend and evening work required

Compensation/Expectations:

- 20-25 hours weekly, 10-month commitment (summer optional) beginning August 1, 2016. The work schedule will be based according to the graduate coordinator's academic schedule and must be approved by supervisor. Coordinator must hold at least 20 office hours a week and 5 hours a week to be worked during events/all-staff meetings etc.
- \$11,000 stipend and full tuition waiver (in and out of state), excluding student fees
 - o Full funding of tuition is up to 36 credit hours over 2 academic years
 - o Funding beyond 36 credit hours will be reviewed by the Director
 - o Summer class and employment requests may be made to your direct supervisor
- \$1000 annual travel stipend for professional development
- Renewal of your Graduate Coordinator contract is contingent upon your work and academic performance
- Additional employment outside of the Chamberlain Student Center must be reviewed by your direct supervisor
- During University break periods (winter, summer, spring break) employment is available for graduate coordinators to be compensated additionally at an hourly rate. Hourly stipend begins at \$10.00/hour, with a \$.50 after the first year of employment.

Basic Qualifications:

Bachelor's degree from an accredited college or university. Applicants must meet the requirements of the graduate school in order to be offered the position. Direct experience working and Student Union/Rec Center/Activities operations is preferred.

Application Process:

Questions concerning this position may be directed to Rhiannon Napoli, Assistant Director, Chamberlain Student Center at napoli@rowan.edu or 856-256-4756.

To assure full consideration, submit a cover letter detailing qualifications and experience, a resume, and three professional references to Rhiannon Napoli via e-mail at napoli@rowan.edu. Priority will be given to applications received prior to March 1st. Information about Rowan's Chamberlain Student Center can be found at www.rowan.edu/studentcenter.

About Rowan University:

Rowan University is a selective public university and is accredited by the Middle States Commission on Higher Education. Rowan University has five campuses in New Jersey. Its 200-acre main campus is located in Glassboro, N.J., 20 minutes southeast of Philadelphia, with a 600-acre west campus one mile from main campus. Rowan became the second institution in the nation to have both a D.O.-granting medical school (Rowan School of Osteopathic Medicine) and an M.D.-granting medical school (Cooper Medical School of Rowan University). In 2015 Rowan enrolled 16,155 students (4,483 living on-campus) that can select from 74 bachelor's, 51 master's, and 4 doctoral degree programs in colleges and schools across 5 campuses. The University is one of only 56 institutions in the country with accredited programs in business, education, engineering and medicine. Rowan University has been ranked among the top three schools in the nation for "social mobility" by CollegeNET. Rowan transformed higher education opportunities in Southern New Jersey by partnering with Gloucester County College and Burlington County College by offering conditional dual enrollment with Rowan University.

