

Chamberlain Student Center-Graduate Coordinator Event Specialist (Off Campus Position)

Job Summary:

The Graduate Coordinator job is to assist customers in the planning & organizing of events within the Chamberlain Student Center. He/She will also be responsible for pre & post event communication and ensure all of the customer's needs & request are met. Coordinates and monitors event timelines & ensures deadlines are met. Graduate Coordinator is an extension of the professional staff and is expected to assist with policy enforcement & staff supervision. Works independently and collaboratively with University and Student Center staff to create and maintain a dynamic and developmental presence for the campus.

Specific Tasks, Duties and Responsibilities:

- Master the use of the 25 Live event scheduling software
- Communicating and coordinating with the Administrative Assistant, Facilities Operations Coordinator, and Senior Building Maintenance Supervisors for the Chamberlain Student Center
- Create and revise room layouts for each event using the online software Social Tables
- Organize meetings and communicate with clients to design their event setups
- Assemble and distribute daily set-up packets for maintenance/set-up staff
- Follow up with customers to determine satisfaction via surveys etc.
- Invoice customer and event billing
- Some facility management & day of event management will be required
- Other duties as assigned

Preferred Qualifications:

- Applicants must be accepted into a graduate program at Rowan University
- Experience in a event management or related field
- Experience with current technology trends and the ability to learn the current technology of the Chamberlain Student Center

Compensation/Expectations:

- 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.
- \$11,000 stipend and full tuition waiver (in and out of state), not including fees (Full funding of tuition is up to 36 credit hours over 2 years from start date Funding beyond 36 credit hours will be reviewed by the Director)
- \$1000 annual travel stipend for professional development
- \$500 per semester on the Rowan Card which can be used for food/books
- 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 and approved by your direct supervisor

- Completion of University Van certification course
- 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 raise after the first year of employment.

Basic Qualifications:

Must hold a 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/Recreation Center/ Student Activities operations is preferred.

Application Process:

Questions concerning this position may be directed to Vincent Surace, Facilities Operations Coordinator Chamberlain Student Center at surace@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 Vincent Surace via e-mail at surace@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.