

Chamberlain Student Center- Graduate Coordinator

Facilities and Operations (On-Campus Position)

Job summary:

The Graduate Coordinator job is to assist the Chamberlain Student Center with facilities and operations , including program assistance, staff, and facility supervision. 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:

- Assist the Facilities Coordinator in the overall maintenance of the Chamberlain Student Center
- Perform daily facility inspections to ensure student staff are delivering adequate customer service, inspections for safety and policy adherence
- Maintain and follow-up on internal work orders system including data input & weekly reports
- Serve as major event supervisor for all dance parties with ticketing, security, staff supervision and crowd control; assist with campus events as needed
- Provide on call and on site event support for all events occurring in the Chamberlain Student Center supervise the facility in the absence of the Building Manager/Facilities Coordinator
- Assist in the training, scheduling and supervising of Profs Place and Game Room staff and oversee daily operations of facility area
- Act as an emergency response and be “on call” for certain situations such as weather and other emergency developments
- Assist in the development and coordination of initiatives in the area of student /staff development including staff training, evaluation and recognition programs
- Assist with planning and promotion and supervising of departmental and divisional/ university, program initiatives. Enforcement of all facility policy procedures
- Assist in the planning, coordination, implementation, evaluation, and supervision of departmental weekly & monthly program initiatives.
- Assist in the coordination of all-staff meeting agendas, planning and preparation
- Assist in the selection and training of undergraduate student employees

- Chaperone student trips; drive university van when needed.
- Attend weekly and monthly staff meetings
- Coordinate student staff incentive program each semester
- 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
- Track Prof's Place and Game Room supplies and orders
- Provide back-up support for the Information Desk, Prof's Place, Game Room 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 related duties as assigned
- Weekend and evening shifts & supervision required

Preferred Qualifications:

- Applicants must be accepted into a graduate program at Rowan University
- Experience in a facility management
- Prior experience as a student building manager or other student leadership position
- Experience with current technology trends and the ability to learn the current technology of the Chamberlain Student Center

Compensation/Expectations:

- 25-30 hours weekly, 10-month commitment (summer optional) beginning August 1, 2015- The work schedule will be based according to the graduate coordinator's academic schedule and must be approved by supervisor.
- On campus housing provided
- \$8,000 stipend and full tuition waiver (in and out of state), not including fees
 - o Full funding of tuition is up to 36 credit hours over 2 years from start date
 - o Funding beyond 36 credit hours will be reviewed by the Director
 - o \$1000 annual travel stipend for professional development
 - o \$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.
- Coordinator must express interest of staying on staff for summer work by March 1st, staying for winter break work by December 1st and staying for Spring Break work by February 1st.

Basic Qualifications:

Bachelors 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 856-256-4634.

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.