

Office of Atlantic City Campus Operations
Graduate Coordinator for Atlantic City Campus Operations

The Atlantic City Campus Operations Office is seeking a responsible and motivated individual who can work a flexible daytime/evening/weekend schedule at the new Atlantic City campus. This position is outstanding training for an individual seeking administrative experience and who has an interest in working and living at the Atlantic City campus. It offers hands on experience in areas of supervision, program planning, event management, marketing, facility management, community engagement, assessment, and evaluation.

Anticipated Start Date: August 1, 2019

Anticipated End Date: May 31, 2020

Qualifications:

- Candidates must be enrolled at Stockton University as a matriculated Graduate student during the time of employment.
- Bachelor's degree with prior experience that demonstrates an understanding of leadership and student development.
- Strong oral and written communication skills.
- Ability to work independently and as a member of a team to complete projects.

Job Duties and Responsibilities:

Under the immediate supervision of the Director of Operations, Atlantic City campus, the Graduate Coordinator, will be responsible for the following:

- Assist in the development, coordination, and implementation of a comprehensive student/staff training program to include new and returning staff training, on-line learning, ongoing in-services, teambuilding initiatives, and service projects.
- Provide venue and onsite event support for the Atlantic City campus and other programming facilities (on-campus and off campus in Atlantic City) during assigned hours, including evening and weekend hours.
- Assist in the hiring, supervision, scheduling, evaluation, and conflict resolution of student operations assistants.
- Collaborate with Residential Life, Student Affairs, and Academic Affairs on student-centered experiences, programming, and initiatives.
- Assist with programming, scheduling, and promotional efforts for major events in Atlantic City.
- Assist with event setup and readiness, provide customer service to facility users, provide a professional presence at events, ensure policy enforcement, conducting facility inspections and equipment inventories, and submitting common area maintenance requests/work orders.
- Assist with the daily oversight of the Information Desk, including use of technology, management of ticket sales and revenue, maintenance of systems, repairs of equipment and tracking inventory.
- Assist in developing, completing and submitting facility utilization reports.
- Assist in developing assessment tools and analyzing data to measure learning outcomes and customer satisfaction.
- Performing other duties as assigned by the Chief Operating Officer, the Director of Operations, and Coordinators, Atlantic City campus, and/or their designee on staff.

Compensation:

- \$11.48 - \$12.44 per hour with a commitment of 15-20 hours weekly, summer and break schedule determined by supervisor.
- On-campus housing at the Atlantic City campus during the term of employment.
- Opportunities for professional development including on campus workshops and conferences.
- \$2,000 Osprey Flex funds per year, \$1,000 disbursed per semester.

- To Apply: Screening starts April 15, 2019. Interested candidates should visit www.stockton.edu/gradcoordinators where the application link is located.