



## Graduate Coordinator for Campus Center Operations Job Description

**Position:** Graduate Coordinator for Student Employment, Office of Event Services & Campus Center Operations

The Office of Event Services & Campus Center Operations is seeking a responsible and motivated individual who can work a flexible daytime/evening/weekend schedule. This position is excellent training for individuals who seek a career in higher education, student affairs or public service. It offers hands-on experience in areas of training supervision, and event management.

### Job Description

The Graduate Coordinator for Campus Center Operations, under the supervision of the Facility Coordinator for Campus Center Operations will be responsible for the following:

1. Assist with facility and student staff supervision
2. Provide back-up support for the Information Desk, Game Room and Get Centered Programmers, as needed
3. Prepare and file event confirmations for Campus Center Operations staff
4. Maintain inventories; replenish supplies, as needed
5. Maintain the Campus Center charging stations
6. Compile data
7. Research and execute a variety of facility-related projects as assigned by professional staff
8. Assist in the coordination and implementation of Operations Assistant training
9. Sit in on student interviews at the discretion of the hiring supervisors
10. Attend staff meetings, as necessary
11. Other duties as assigned

### Position Qualification

- Candidates must be enrolled as a full time Stockton University 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
- Strong sense of professionalism, enthusiasm, flexibility, organization, and self-motivation
- Ability to work independently and as a member of a team to complete projects

### Time Requirements

- Weekend and evening hours required
- Act as an emergency response and be "on call" in certain situations such as inclement weather and other emergency developments, as needed
- Should be prepared to work during University breaks as needed

**Length of Employment:** 11-month commitment (approximate dates to be July 1<sup>st</sup>- May 31<sup>st</sup>) with an opportunity for renewal with satisfactory performance and evaluation.

### Remuneration

- \$18 per hour with a commitment of 15-20 hours weekly. Break schedule determined by supervisor.
- Additional \$2,000 Osprey Cash offered in increments of \$1,000 per semester.