

Graduate Coordinator (TES), OFFICE OF RESIDENTIAL LIFE**Job Description**

The Office of Residential Life anticipates the opening for a graduate coordinator. Under the supervision of a Complex Director, this position will create and support a successful living and learning environment for residential students. For the 2019-2020 academic year, the Office of Residential Life anticipates multiple openings in Galloway and Atlantic City.

Job Responsibilities

- Co-supervise Resident Assistants (RAs) of an assigned complex and oversee the needs of approximately 200-500 residents.
- Work closely with a Complex Director by responding to student needs and concerns
- Implement and coordinate the residence life curriculum for the Office of Residential Life
- Complete weekly reports; keep accurate information of all residents/residential spaces including room ready status, and other department documents
- Maintain strong and on-going communication with resident students, RA staff, and supervisor
- Manage monthly health and safety inspections and quarterly fire drills with Complex Director
- Attend weekly department meetings, resident assistant meetings, and individual meetings with supervisor
- Be accessible, visible, and present throughout the semester and especially during all check-in and check-out periods
- Participate in all staff trainings and Resident Assistant Training sessions
- Assist with the opening and closing of facilities for each semester
- Assist the Complex Director with biweekly RA one-on-one meetings
- Assist with the Resident Assistant selection process including group process and individual interviews
- Assist Complex Director with their assigned specialization, special projects, and living community
- Serve as a club advisor for a student group that contributes to the mission and values of the Office of Residential Life (RHA, Rho Alpha Sigma)
- Establish office hours on a weekly basis
- Resides in on-campus housing and serve as the professional staff member on duty for evening, weekend, and holiday on call emergency response rotation.
- Other duties as assigned

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 residential life, 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

Hours of Employment: 15-20 hours per week, which may include nightly office hours and on call coverage for residential areas

Compensation: Total possible stipend, \$10,000, whereby the contract may be renewed for each term: \$4,000 stipend for August 15-December 31, 2019; \$4,000 for spring term January 1-May 15, 2020; and \$2000 for the summer term. Housing is provided as part of compensation during contract period, including training, opening and closing of facilities; \$1000 Osprey cash (unrestricted funds) per term.

Anticipated Start Date: August 1, 2019 (Galloway assignment), June 1, 2019 (Atlantic City assignment)

To Apply: Position will remain open until filled. Submit common graduate coordinator application, cover letter, resume, and contact information for three professional references (either electronic or hard copy) by April 15, 2019 for priority consideration. Interested candidates should visit www.stockton.edu/gradcoordinators where the application link is at the bottom of the page.