

Office of Student Development Graduate Coordinator Job Description (ONE POSITION AVAILABLE for 2019-2020)

The Office of Student Development is responsible for providing leadership and administrative direction to a comprehensive student club and organization program, which compliments and supports the academic mission of the college and enriches the quality of student life. As the central point of contact and training for more than 150 student organizations and the leaders and members of these organizations, the Office of Student Development is a multifaceted operation dedicated to serving the college community as advocates, advisors, educators, and administrators for students and student groups in order to create and foster leadership and involvement opportunities that will enhance personal, interpersonal, and organizational development.

Job Description:

The Office of Student Development Graduate Coordinator, under the supervision of the Assistant Director of Student Development, will be responsible for the following:

- 1) Serve as a Graduate Advisor to the Stockton Entertainment Team
- 2) Share responsibilities for event planning and on-site event management for evening and weekend programs sponsored by The Office of Student Development and the Stockton Entertainment Team
- 3) Assist with program planning and organization for Stockton Entertainment Team
- 4) Develop & implement assessments for Stockton Entertainment Team and Student Development events
- 5) Oversee completion of event and purchasing paperwork required (i.e contracts, proof of insurance, vendors)
- 6) Assist with planning and implementation of major Student Development events, including Get Involved Fair, University Weekend, Student Faculty Staff Dinner, Day of Leadership, Welcome Week and Orientation
- 7) Participate in the development, coordination, and facilitation of (1) student organization and advisor training seminars, (2) student leadership seminars, and (3) student organization recognition efforts
- 8) Provide consultation to student organization leaders in the event planning process including online club and event management system.
- 9) Participate in departmental committees as assigned (i.e. Welcome Week)
- 10) Assist with administrative duties and serve as customer service agent for the Office of Student Development

Qualifications:

- Candidates must be enrolled as a 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
- Prior leadership/student involvement experience strongly preferred

Hours of Employment: 15-20 hours per week, including office hours and shared coverage for evening & weekend programs

Compensation: \$11.48 per hour, plus on campus housing in a college owned apartment, and \$2,000 Osprey Flex Card per year.

Anticipated Start Date: July 2019