

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Graduate Coordinator for Campus Center Operations
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: supervision, program planning, event management, marketing, facility management, assessment and evaluation.

Anticipated Start Date: August 1st 2019

End Date: May 31st 2020

Length of Employment: 10 month term with an opportunity for a renewal with satisfactory performance and evaluation.

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
- Strong sense of professionalism, enthusiasm, flexibility, organization, and self-motivation
- Ability to work independently and as a member of a team to complete projects

Job Description

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

- Facility supervision including the enforcement of facility policies and procedures, student staff and program supervision and customer service initiatives.
- Assist in the coordination of all-staff meeting agendas, planning and preparation.
- Serve as an assistant for institutional events including ticketing, security, staff supervision and crowd control.
- Coordinate annual community service project(s) for the office as determined by professional staff.
- Serve as a campus center ticket services supervisor responsible for data entry, revenue management and troubleshooting.
- Assist in the selection and training of undergraduate student employees and graduate staff.
- Assist in the development and coordination of initiatives in the area of student /staff development including staff training and recognition programs.
- Coordinate student staff incentive program each semester, including LEGO award selection/presentation.
- Act as an emergency response and be "on call" for certain situations such as weather, facility and other emergency developments as needed.
- Assist in developing and administering a marketing plan and timeline to promote, enhance, and cultivate interest in the programs, services and facilities offered by or within the Campus Center including, but not limited to, "Get Centered Programming".
- Assist with related research and survey development, assessments and evaluation of departmental programs.
- Maintain social media outlets including Instagram, Facebook, and Twitter along with professional staff members.
- Assist in the coordination of the "Get Centered" programs, including movie nights, Tunes at Noon and Funday Monday's.
- Chaperone student trips; and drive university vehicle when needed after obtained proper training/certification.
- Attend weekly and monthly staff meetings, when available.
- Attend and actively participate in professional development opportunities on and off campus.
- Track Game Room and Operations Center supplies and order/replenish as needed.
- Provide back-up support for the Operations Center and Game Room as needed.
- Work collaboratively with other Graduate staff in the Division of Student Affairs and Stockton University.
- Research and execute a variety of facility-related projects as assigned by professional staff.
- Assist in the production, editing and data collection of the campus yearbook, "The Path".
- Other duties assigned; weekend and evening supervision required.

Compensation

- \$11.48 - \$12.44 per hour with a commitment of 15-20 hours weekly, summer and break schedule determined by supervisor.
- University owned off-campus housing inclusive of a single room in a shared house 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 stockton.edu/gradcoordinators where the application link is at the bottom of the page.