

Rowan University's Residential Learning and University Housing Office is currently searching for someone to fill the role of Graduate Coordinator for Housing Systems and Logistics for the next two years as you complete your master's degree here at Rowan. Below you will find the job description for this position, but we also wanted to share a little bit of information with you about the position from a different perspective.

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The Graduate Coordinator of Housing Systems and Logistics position might seem very different than other

Reporting to the Coordinator for Housing Systems and Logistics, the Graduate Coordinator for Housing Systems and Logistics is a 12-month graduate student position serving as a key paraprofessional member of the Residential Learning and University Housing staff. The Graduate Coordinator works closely with professional staff within the department to support a wide range of housing systems and logistics and residential maintenance functions, including leading a team of student workers for facilities tasks throughout the summer and/or academic year.

⚡ The following description addresses the general duties and responsibilities of the ^{gero} ~~Gzre~~



Participate in the nightly grad staff duty rotation during the academic year as assigned.
Respond to calls to provide assistance to residents as appropriate.
Assume responsibility for keys, tools, rosters, and other items - keeping these items safe and in good condition.

The preferred start date for this position is June 2, 2025. The position term extends through closing of the residences in summer 2026, including admini

separation.

This graduate position is a two-year contract (reviewed yearly) that offers a full tuition waiver (in and out of state), not including fees. . Funding beyond 36 credit hours or 18 credit hours per fiscal year will be reviewed by the Department Head.

All employees are expected to become familiar with and comply with applicable state and federal legal obligations as well as policies related to their role and work. Below is a summary of several key policies that directly relate to this position. Please note this is not an exhaustive list, and omission of a law or policy here does not relieve staff of their obligations to comply with all applicable laws and policies. For a more complete index of University administrative policies, please review the page linked here:

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