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Detailed program evaluation and learning outcome assessment experience. (AER)
Technical skills utilizing an online student engagement system, basic web page editing, Microsoft Office and Adobe Creative Suite software packages, and social marketing tools. (TECH)
Basic budgeting experience for programs. (OHR)
Improved public speaking and presentation skills. (LEAD)
Enhanced skills working with diverse student populations. (SJI)
Experience working as a member of a high performing team in a dynamic environment. (OHR; LEAD)
Professional verbal and written communication skills. (LEAD)
Knowledge of Fraternity & Sorority Affairs and student leadership development programs and professional standards for best practices. (SLD; CPH; LPG)

* Parenthesis refer to the ACPA and NASPA (2015) Professional Competencies for Student Affairs Educators addressed by these outcomes.

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Terms and Conditions of Appointment

I. Time Commitment

- a. Job responsibility requires the ability to operate independently during variable working hours including evening and weekend work when required.
- b. Work 20-25 hours per week, 20 in academic terms and 25 hours a week over break periods (winter break, spring break, and summer). The work schedule will be based according to the Graduate Coordinator's academic schedule and must be approved by the supervisor. The position will require occasional weekend and evening hours to attend programs, events, and/or meetings as needed.
- c. Scheduling priority should be given to Fraternity & Sorority Affairs duties, with remaining hours worked in the Orientation and Student Leadership Programs office. The Graduate Coordinator is expected to attend all required large scale events that are discussed with the supervisor unless an exception has been discussed in advance with and approved by the supervisor.
- d. The Graduate Coordinator is required to be punctual, reliable, and conscientious in the performance of all responsibilities.
- e. All other time commitments must be negotiated in advance with the supervisor. The Coordinator may not hold outside employment for the duration of his/her appointment unless an exception has been discussed in advance with the supervisor.

II. Academic Standards and Professionalism

- a. Graduate Coordinators must maintain good academic and judicial standing throughout employment.
- b. Candidates for this position must complete a required disciplinary records disclosure form and submit this form to their undergraduate institution(s). Records of violation of university policies at these institution(s) will be highly scrutinized, but will not automatically preclude employment.
- c. The Coordinator may not drink any alcoholic beverages or use or be under the influence of any other drugs that may diminish alertness or effectiveness while working. The Coordinator may not use, or be under the influence of, alcohol and other drugs in the presence of any student or parent program participants.
- d. The Coordinator must maintain high personal standards in behavior, appearance, and attitude,

- a. Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her employment including the following Rowan University standards:
 - i. Three or more repeated, unreported absences from work
 - ii. Insubordination
 - iii. Breach of confidentiality
 - iv. Theft or fraud
 - v. Threatening a supervisor
 - vi. Failure to meet the standards of Satisfactory Academic Progress

A Rowan University student may also be immediately terminated from all Institutional and Federal Work Study Programs for the duration of the academic year for one of these offenses.

- b. On-campus or off-campus conduct deemed inappropriate for a University staff member, which includes violations of Division of Student Life policies and procedures, Student Code of Conduct, Alcohol & Other Drugs policies, and/or other University policies.
- c. Funding for the position becomes unavailable.

DISCLAIMER: This is not an exhaustive list of all responsibilities requirements and skills. Employees are required to perform tasks assigned by supervisors and management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

RU Classification: Program Assistant, Level 4, Step 3