

Office of Graduate Student Life (OGSL) Graduate Program Coordinator

The Graduate Program Coordinator is an integral member of Rutgers University Division of Student Affairs and the Office of Graduate Student Life. The Graduate Program Coordinator will work in tandem with the Assistant Dean for Graduate Student Life to enhance the educational experience and quality of life for Rutgers University – New Brunswick graduate and professional students by serving their diverse needs, fostering community and a sense of belonging, and helping students navigate the vast array of resources available at Rutgers.

The priorities of the office are:

- Supporting the navigation of university resources and services.
- Creating programs to connect students and build communities outside their disciplines and around shared social identities and experiences (affinity).
- Fostering an institutional culture that recognizes and celebrates the contributions of graduate students.
- Providing graduate student exclusive spaces.

OGSL Graduate Program Coordinator Position Overview

Communication

- Manage the Graduate Student Life Weekly Digest which serves 8,000 subscribers.
 - Responsible for content curation, newsletter construction, managing and organizing existing content and distribution
 - In conjunction with the Assistant Dean, develop strategies to create buy in from campus partners.
 - Reviewing content on a weekly basis to ensure a Monday distribution
- Manage the subscriber information for the Digest through Mailchimp.
- Track analytics of user interactions in the digest through MailChimp and recommend improvements.
- Help to maintain the Graduate Student Life website and providing recommendations for improvements
- Oversee processes related to the social media calendar and work with FWS students and Social Media Program Coordinator to promote department, events, and support services for graduate students.

Programming & Events

- Assist in planning, development, and implementation of programs such as the Grad Knights: First Weeks @ RU Welcome program for fall and spring, Fall Grad Welcome and Reception, Grad Student Life Open Houses, Graduate Student Appreciation Week in April and Wellness Week
- Present at various virtual graduate school orientations and resource fairs including in person presentation for International Student Orientation held last Monday in August and 3rd Monday in January.

Graduate Student Life Office and Lounge

- Identify strategies and ways to promote the Graduate Student Lounge and the events in the space as we look to increase usage of the space in collaboration with the Graduate Student Association.
- Assist in overseeing the work and supervision of federal work-study students.
- Oversee the maintenance of the OGSL amenities within the GSL

Assessment

- Assist in developing evaluative tools to make data-driven decisions for the office moving forward and to improve the overall graduate student experience at Rutgers University.
- Assess all events and programs sponsored by the Office of Graduate Student Life.
- Assist in constructing an assessment plan based on the learning outcomes, department, and divisional goals and objectives. Work with the Associate Dean and Assistant Dean in overall assessment efforts

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Preferred Skills

- Experience utilizing survey tools such as Qualtrics
- Attention to detail
- Flexibility and adaptability
- Strong written and verbal communication skills
- Excellent time management skills
- Positive energy and enthusiasm
- Experience working with diverse groups of individuals
- Willingness to learn

Compensation and Timeframe

- Must be available in Summer 2025 starting June 2, 2025, to work with current Grad Program Coordinator to transition responsibilities and for training
 - \$20/hour
 - Approximately 7-10 hours a week
- Academic Year 2025-2026
 - \$20/hour
 - Approximately 15 hours week
 - Term of Employment August 11, 2025 – May 16, 2026