

NEW STUDENT PROGRAMS

Position: ASSISTANT DIRECTOR OF NEW STUDENT PROGRAMS

Department: STUDENT LIFE

DESCRIPTION OF DUTIES: The Assistant Director of New Student Programs will: (1) coordinate the new student orientation program; (2) coordinate, monitor, and assess learning community program initiatives; (3) serve as chapter advisor for the Newbie chapter of Phi Eta Sigma freshman honorary society; (4) establish and implement a faculty and new student mentoring program; (5) oversee the implementation of the attendance tracking and residence hall early alert initiatives; (6) teach new student orientation courses; (7) coordinate the fall Student Convocation program; and (8) assist with University-wide initiatives related to student life.

REQUIREMENTS: Master's Degree in Higher Education, Student Affairs or related field required. Two years experience in specialties related to new student programs, especially experience with large-scale orientation programs, supervisory and training, fiscal management, and teaching. Computer skills must include knowledge of spreadsheets and database applications, web and presentation design, and publishing applications. Successful candidates will demonstrate effective communication skills and the ability to work with people from diverse backgrounds.