



DATE ISSUED: 03/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director of Orientation

JOB SUMMARY

Responsible for the planning, coordination and execution of Texas Woman's University's New Student Orientation, Parent/Family Orientation, Transfer Orientation, Graduate Orientation and Pioneer Camp. This position also recruits, selects, trains and supervises the student orientation leaders. This position will be responsible for budgeting, staffing, program design and implementation. Responsible for understanding, interpreting, formulating, and evaluating policies and procedures related to orientation. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Center for Student Development

Supervises: May supervise graduate assistants and student assistants

PRIMARY DUTIES - May include, but not limited to the following:

Coordinates, facilitates and evaluates the training program of the orientation leaders.
Integrates student development theory into the planning and programming of the orientation leader program.
Monitors the scholastic progress student orientation leaders.
Travels with orientation leaders to NODA conferences.
Responsible for coordinating all publications regarding orientation and Pioneer Camp including brochures, confirmation letters, programs, parent handbook, orientation program, and other miscellaneous communication to new students.
Updates and utilizes the transfer on-line orientation.
Updates and utilizes the P's and Q's message board.
Coordinates and facilitates all orientation programs – freshmen, transfer, graduate orientations.
Plans and implements Pioneer Camp.

*Assistant Director,
Orientation
Date Issued: 03/07
FLSA: Exempt
PTO: VCS*

Schedules facility and media equipment for all presentations at orientation and Pioneer Camp. Collaborates with campus offices and departments to plan their involvement in orientation sessions, including but not limited to Academic Advising, Bursar, Registrar, Commuter and Non-traditional Student Services, Student Life units, and academic departments. Evaluates all orientation programs and Pioneer Camp effectiveness for student learning outcomes and general student and parent satisfaction. Counsels students for various leadership, personal, and school related matters. Attends regional and national conferences pertaining to leadership and orientation. Assists with the development and presentation of the annual budget. Serves on various university committees. Represents the Center for Student Development at activities and events.

ADDITIONAL DUTIES

Teach University 1011 course.
Performs other duties as requested.

EDUCATION

Master's degree in higher education, student development, counseling, or related field.

EXPERIENCE

Three years of related work experience with orientation, advising students and/or student groups. Additional education beyond a Master's degree may substitute for some of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Assistant Director,
Orientation
Date Issued: 03/07
FLSA: Exempt
PTO: VCS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Assistant Director,
Orientation
Date Issued: 03/07
FLSA: Exempt
PTO: VCS

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.