

## Assistant Dean of Students/ Director of New Student Programs

### ► UNIVERSITY & DIVISION OF STUDENT AFFAIRS

The University of Florida is a major, public, land-grant, research university. The state's oldest and most comprehensive university, Florida is among the nation's most academically diverse public universities. It is one of only 17 public, land-grant universities that belongs to the Association of American Universities. With an enrollment of 50,000 students, UF students are among the best in the nation. Approximately 90 percent of all entering freshmen score above the national average on standardized college entrance exams taken by college-bound students. The mission of the Division of Student Affairs is to provide opportunities for student engagement, learning and discovery in a diverse environment that will optimize their university experience and prepare them to serve a global community.

### ► POSITION DESCRIPTION

- Provides vision for and oversight of New Student Programs area which includes first-year student, transfer, and family orientation; family weekend, common read, and online chats; welcome weeks activities; extended orientation seminar course; speaker and workshop series; pre-enrollment programs and services; common reading program; new student convocation
- Supervises two full-time professionals and a senior secretary
- Manages budget of \$1,500,000 comprised at various times of state and auxiliary funds
- In conjunction with Dean of Students, coordinates New Student Convocation
- Coordinates mandatory first-year student orientation program serving over 6,400 students
- Coordinates scheduling, enrollment management, and logistics of 100+ sections of extended orientation course, including instructor recruitment
- Establishes and maintains collaborative partnerships with a variety of campus offices, including academic affairs, administrative affairs, and student affairs
- Develops publications related to first-year orientation in coordination with publications for other programs and services
- Chairs orientation program planning committee, orientation steering committee, and first-year experience curriculum committee
- Oversees the development and maintenance of area's website and technology related needs
- Oversees the development of assessments efforts including but not limited to needs assessments for programs and services as well as program and services evaluation and pre- and post-testing of participants
- Responsible for strategic planning for New Student Programs and as a member of the Dean of Students Office team

#### Other responsibilities:

- Respond to availability calls for the Dean of Students Office
- Participate as part of the emergency on-call staff within the Dean of Students Office (requires after-hours and evening time commitment as needed)
- Serve on other university wide committees
- Other duties as assigned

▶ **QUALIFICATIONS**

Position requires a master's degree in student affairs, higher education, or related field. Qualified applicants should have a minimum of three years professional experience in student affairs with significant experience in supervising and directing program or service area. Demonstrated knowledge and/or experience working with new student programs preferred.

▶ **SALARY & BENEFITS**

- Salary is \$46,360.54 annually; commensurate with experience.
- Excellent employee benefits include health insurance, state retirement plan, 14 paid holidays, sick and vacation leave.
- Florida is one of the few states without a state income tax.

▶ **STARTING DATE**

May 1, 2010 is preferable.

▶ **APPLICATION PROCESS**

All applicants must submit materials electronically to <https://jobs.ufl.edu>. The deadline date to apply is 11:59pm Sunday, March 7. Requisition #0804046. Candidates attending NASPA should also send materials to Dr. Paige Crandall, Associate Dean of Students, at [paigedc@dso.ufl.edu](mailto:paigedc@dso.ufl.edu).