

POSITION ADVERTISEMENT (EMAIL AND LISTSERVS), STUDENT ORIENTATION PROGRAMS

Assistant Director for Orientation Programs

The Position

Full-time (1.0 FTE) 12-month fixed-term Officer of Administration position

The University of Oregon (UO) Student Orientation Programs is seeking an Assistant Director for Orientation Programs to join its dynamic team. The Assistant Director for Orientation Programs is an essential position with Student Orientation Programs and Enrollment Management. It exists to manage the programs for new students and parents and has significant impact on the transition and retention of students at the UO. The position oversees the operations of domestic undergraduate orientation, contributes to student satisfaction by building a strong university program, and enhances the university ability to maintain or exceed enrollment goals.

Salary Range: \$45,000 - \$50,000

Required Qualifications

- Bachelor's degree required.
- Demonstrated ability to work in a dynamic, highly collaborative, team-oriented environment.
- Demonstrable commitment to promoting and enhancing diversity.
- Experience working in diverse environment and/or with diverse clientele.
- Experience hiring, training and supervising student employees.
- Two years work experience in Higher Ed. Administration, Enrollment Management, Student Affairs, or related field.
- Excellent organization, planning, public relations and presentation skills.
- Experience planning and implementing large-scale programs.
- Strong problem-solving and decision-making skills.
- Excellent communication and interpersonal skills.

Preferred Qualifications

- Master's degree in higher education administration or a related field.
- Experience with undergraduate orientation, transition, and retention programs.
- Demonstrated experience enhancing student retention.
- Spanish language skills desired.

The finalist for the position must complete a criminal background check.

The University:

The University of Oregon has nearly 25,000 students — 20,631 undergraduates and 3,816 graduates. The university is among the 108 institutions chosen from 4,633 U.S. universities for top-tier designation of "Very High Research Activity" in the 2010 Carnegie Classification of Institutions of Higher Education. The UO also is one of two Pacific Northwest members of the Association of American Universities.

To Apply:

To ensure consideration applications must be received by February 4, 2013; the position will remain open until filled.

For the complete job description and application requirements, including supplemental questions, please visit: <http://hr.uoregon.edu/jobs/available-positions>.

For questions, please contact Lynn Egli by phone at (541) 346-8872 or via email at lynnegli@uoregon.edu.