



Coordinator, First Year Center Programs First Year Center

Position Overview

The Coordinator for First Year Center Programs assists the Director and Assistant Director by leading programming initiatives that assist new students with their transition into the Washington University community. This position reports directly to the Director of First Year Center Programs.

Primary Duties and Responsibilities

- Develop programs specific to the orientation, transition and retention of new students in collaboration with academic and student services departments.
- Develop and implement transition programs specifically for parent and family members, and transfer and exchange students, including TRANSFERmations Summer Weekend and coordination of publications for both of these audiences.
- Coordinate Parent & Family Weekend, including but not limited to event planning, marketing, recruitment of volunteers, registration, ticket sales and day of implementation.
- Assist with the planning and implementation of Bear Beginnings and Winter Welcome, with specific responsibilities in coordinating reservations and working with Event Management.
- Participate in First Year Center Executive Board and WU Student Associate recruitment, selection, training and supervision along with Assistant Director and Director of First Year Center Programs. Will directly supervise four/five First Year Center Executive Board Members.
- Plan and implement the Emerging Leaders program in conjunction with Student Involvement and Leadership and the Office of Residential Life. Duties include but are not limited to curriculum development, marketing and timeline development as well as training and supervision of student facilitators.
- Support, attend and participate in Student Services functions, meetings and programs, serve on various committees, attend special events, including those on evenings and weekends and perform other duties as assigned.

Required Education/Experience

- Master's Degree
- 1-3 years of professional experience working in a university setting or related fields.

Preferred Education/Experience

- Master's degree in student affairs, higher education or related field
- Demonstrated experience and knowledge of orientation, retention and transition programs and services on a college campus, including advising and working with college students in a professional capacity.
- Comprehension of current issues related to transition issues, student engagement and student development.

Critical Skills and Expertise

- Effective verbal and written communication skills, including but not limited to, public speaking, and group facilitation.
- Attention to detail.
- Knowledge of graphic design and publishing software.
- Demonstrated success in working with diverse populations, ability to develop mutually beneficial relationships with various University partners (for example, Faculty, Campus Life, College/School Deans, Residential Life).
- Excellent organizational skills, including proven ability to handle multiple projects simultaneously, determine priorities, and meet deadlines.
- Demonstrated ability to work in a collaborative environment with other team members, student leaders, campus organizations and incoming students and parents and an understanding of collegiality and willingness to support other colleagues in their work.
- Personal characteristics including creativity, the ability to work with diverse groups of people, being a self starter who can thrive in an environment that is developing, growing and changing.
- Must be flexible and willing to work extended hours and weekends as necessary and recognize the need to do so independently.

This position will be open January 7, 2013. Applicants will need to apply through Human Resources at <http://jobs.wustl.edu>

For questions, please contact: Danielle Bristow, Director of First Year Center Programs at danielle_bristow@wustl.edu or 314-935-8350