



THE FLORIDA STATE UNIVERSITY  
DEAN OF STUDENTS DEPARTMENT

*New Student & Family Programs*

**Job Title:** Student Program Coordinator (Asst. Dir.)      **Position Number:** 00061525  
**Job Opening:** 35319

**Salary:** \$32,900 (non-negotiable)      **Estimated Start Date:** May 1, 2013

**Job Responsibilities:** This position serves as the orientation programs coordinator managing program logistics and working with presenters as needed; coordinating Orientation Leader selection, hiring, training, supervision and evaluation; overseeing early-arrival orientation programs; coordinating orientation web/print publications and program registration processes; assisting with new student convocation logistics and support; developing and implementing initiatives for off-campus/commuter students; directly assists with the execution of summer orientation programming including supervision of student staff; supervises a graduate assistant and seasonal interns, and serves on various department, division, and institution committees.

**Education/Experience:** A Bachelor's degree and two years' work experience related to student affairs/higher education; or high school diploma/equivalent and six years or full-time related experience required. Master's degree in higher education/student affairs and experience working with new student programs/students in transition and leadership development programs/student advisement preferred.

**Background Check Requirements:** As defined by Chapter 435.03, Florida Statutes, a background check shall include, but not be limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement, and may include local criminal records checks through local law enforcement. A National Level 2 (electronic fingerprinting) will be required if candidate is located out of state, has not resided in Florida for the past 3 years.

**Florida State University:** Florida State University is a public institution with an enrollment of 41,000 students. Tallahassee with its rolling hills and Spanish moss covered live oak trees is the capital of Florida and described by many as an "All-American City" - striking a balance between small-town charm and its place as one of America's 10 most-educated cities. FSU is classified as a Research 1 University by the Carnegie Foundation for the Advancement of Teaching. The Office of New Student & Family Programs is a unit of the Dean of Students Department in the Division of Student Affairs. Learn more about FSU and how we work with students via the following websites: [www.fsu.edu](http://www.fsu.edu); [www.studentaffairs.fsu.edu](http://www.studentaffairs.fsu.edu); [www.deanofstudents.fsu.edu](http://www.deanofstudents.fsu.edu); and [www.nsfu.fsu.edu](http://www.nsfu.fsu.edu).

Florida State University is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

**How to Apply:** Interested candidates must apply using Florida State University's on-line application process which can be found at [www.hr.fsu.edu](http://www.hr.fsu.edu) under Employment Opportunities.  
**Position Closes:** 3/01/13. Resume review will begin immediately.