



JOB DESCRIPTION

Title: Assistant Director, Programs – Orientation and Commuter Student Involvement

Family: Student Services

Function: Student/Post Graduate Support Services

Pay Band: 8

FLSA: Exempt (Paid Monthly)

GENERAL DESCRIPTION:

The Assistant Director of Orientation and Commuter Student Involvement serves as an essential member of the Student Life and Student Center Complex team and is responsible for overseeing all programs and initiatives related to commuter student involvement, as well as contributing to the development and implementation of operational plans for the university-wide Orientation and Family Weekend programs. The Assistant Director has direct reporting responsibility to the Director of Orientation and Commuter Student Involvement. The department serves as an integral part of the Division of Student Affairs and works closely with the Department of Student Activities and Student Organizations, Butler Center for Volunteer Services and Leadership, University Center, Student Activities Center, and Housing and Residential Life.

PRIMARY DUTIES AND RESPONSIBILITIES:

Commuter Student Involvement

- Manage the development, implementation, and day-to-day operation of specialized programs and services for the commuter student population. Serve as a resource person and advocate for commuter students, sensitizing the university community to their unique perspectives, needs, and developmental opportunities.
- Recruit, supervise, train and evaluate a student staff of 10 Commuter Assistants (CAs). The CAs are current commuter students that have been hired to serve as a resource and mentor to new first-year commuter students (living at home with parents and commuting to campus). The CAs are an integral part of the success of the First-Year Experience initiatives as they provide comparable services to the Resident Assistant and Academic Fellows for residential students.
- Supervise the implementation and dissemination of MAP-Works to all first-year commuter students in conjunction with the Department of Housing and Residential Life.
- Advise the Association of Commuter Students (ACS) student organization, which provides leadership and social opportunities, and advances issues of relevance to commuter student life at the university. Act as a catalyst for involving commuter students in university activities such as Homecoming and SportsFest. Provide leadership development to the executive committee and organizational members.

- Manage the Great Start summer pre-orientation program (designed to promote and emphasize college adjustment and campus involvement opportunities) for new first-year commuter students. Provide supervision and leadership development to the 30 member student staff that facilitates and coordinates the Great Start program.

New Student Orientation

- Assist the Director with the design, planning, and implementation of the orientation programs for new students, including first-year, transfer, international and exchange, each fall and spring semester.
- Participate in the selection, training, and supervision of over 150 orientation student staff members.
- Work closely with the Office of Admission, the academic schools and colleges, the Senior Vice Provost and Dean of Undergraduate Education and the Vice President for Student Affairs regarding academic emphasis and the first year experience as related to the orientation programs.

Parent and Family Programs

- Manage the design, planning, and implementation of the university's Family Weekend program, held annually each fall semester. Includes publications for the program, management of the registration and payment system, and responding to parent inquiries.
- Includes responsibility for the development of the Parent Orientation program each fall and spring semester.
- Oversight for the publication of the Parent Guide, which is distributed to the parents of new students each semester.
- Manage the content and development of the Parent e-Newsletter, emailed on a monthly basis during the academic year.

Financial Responsibility

- Serves as budget signatory and provides oversight for budgets for the parent and commuter-related programs. Assists the director in ensuring that all student groups and office programs comply with all institutional policies and procedures, including ensuring that they operate within the parameters of funds allocated.

Decision-Making/Strategy

- Contributes ideas and viewpoints to the Director on operational and strategic plans for the department, as well as collaborative partnerships within the institution.
- Makes daily independent decisions to ensure department objectives are met and that University policies and procedures are followed.
- Conducts on-going assessment of programs and services, including Great Start, the CA program, and Family Weekend.
- Perform additional responsibilities as assigned.

EDUCATION REQUIREMENTS:

- Master's degree in higher education or related field.

WORK EXPERIENCE REQUIREMENTS:

- Two years work experience in higher education or related field required.