

## **Assistant Director, Orientation Programs**

### **Position Overview**

USC Orientation Programs, a department within the Division of Enrollment Services is seeking an Assistant Director.

Under the guidance of the Director, provide leadership and supervision in the planning, coordination, and presentation of New Student Orientation, including freshman, transfer, parent, international, and graduate orientation. In addition, this position oversees the Orientation budget, including the allocation of program resources. This includes negotiating expenses from on and off campus partners and assisting in the session fee determination for Orientation.

This position has significant impact on the retention of students at USC as it works to create a strong orientation and transition program and welcome environment for new students and parents. Programs and services created by the Assistant Director for Orientation Programs assist in the connection to the university through the use of intentional student development and enrollment transition theories. The Assistant Director seeks campus support to build the Orientation program and ultimately makes decisions (based on assessment and research) in how to organize and execute orientation sessions.

In addition, the Assistant Director plays an integral role in the development of students employed within Orientation Programs and Student Affairs. Supervision and advising of student staff includes staff development and evaluation.

A full position description is available on the reverse of this sheet.

### **Qualifications**

As an official liaison of the university and a professional member of the Division of Enrollment Services, the Assistant Director is expected to handle his/her responsibilities in consultation with the Orientation Programs staff and university partners.

Bachelors Degree required; Masters degree preferred. Minimum of two years professional experience in university or college programming with an emphasis in those areas affecting new student enrollment and transition issues. Requires knowledge of budgeting policies and procedures as well as preparation of reports. Prefer knowledge of student development theory and enrollment management practices. Requires exceptional organizational skills in developing programs and materials. Requires computer skills including Microsoft Office, Desktop publishing, and budgeting applications.

### **Application Information**

The anticipated start date is May 1, 2013. Interested candidates must apply online via USC's job portal available at <http://www.usc.edu>. The job requisition ID number is 017883. Salary range is \$40,000 - \$42,000 plus full university benefits. Questions may be directed to Tom Studdert, Director of Orientation Programs, at 213.740.7767.

The **Assistant Director for Orientation Programs** is an essential position with Orientation and Enrollment Services. It exists to manage the programs for new students and parents. The position oversees the operations of the program and the Orientation office, contributes to student satisfaction by building a strong university program and enhances the university ability to maintain or exceed enrollment goals. The position collaborates with faculty and staff throughout the university, including service units, academic programs, and administration to facilitate orientation activities that are in line with university goals and strategic plans. The Assistant Director develops administrative procedures for Orientation Programs and has considerable latitude for independent action.

The Assistant Director has the following responsibilities:

- Provide departmental leadership for the successful planning and execution of New Student Orientation and Welcome Week programs consistent with the mission of USC and the established learning outcomes for Orientation Programs. This includes making independent decisions regarding scheduling of programs and services, budget expenses and program sequencing.
- Manage departmental budget process and based on assessments, allocate program resources appropriately. This includes negotiating expenses from on and off campus partners and assisting in the session fee determination for Orientation. Reconcile daily income and expenditure reports and prepare required deposits to university accounts. Monitor monthly fiscal reports and prepare information for Director as required.
- Oversee planning and operations for Orientation sessions and Welcome Week programs. Interface with campus departments (such as Auxiliary Services, Facilities Management, Registrar & Records) to coordinate program components and services.
- Utilize appropriate student development theory to guide session and program planning and enhance the new student experience.
- Set departmental policy as it relates to the student reservation process and student requests for Orientation materials.
- Coordinate attendance of student staff at the annual NODA (National Orientation Directors Association) Regional Conference.
- Participate in the selection, hiring and training of Orientation Coordinators and Orientation Advisors. This includes utilizing appropriate theoretical constructs (i.e. Social Change Model of Leadership Development and Transformational Leadership) to develop training modules for graduate student and undergraduate student staff. Help to coordinate annual retreat for Orientation Advisors.
- Co-design the curriculum for the EDCO 030 course, "Introduction to Paraprofessional Counseling for Orientation Advisors," and assist in the instruction of the course each spring.
- Hire, train and supervise office staff, including, but not limited to New Student Consultants and Session Coordinators. Supervise all aspects of the Orientation Programs reception desk.
- Create a management plan and compile annual fiscal reports.

In addition to the specific responsibilities listed above, the Assistant Director must also:

- Establish working relationships with students, faculty, guests, and staff.
- Facilitate group and staff development.
- Assist in the design of learning outcomes based programming and assessment.
- Form and maintain positive working relationships with university partners.
- Communicate effectively both verbally and in writing.
- Work autonomously and manage multiple tasks simultaneously.
- Analyze complex situations and develop immediate solutions.