



Michigan Technological University
Student Affairs

COMPASS
Center for Orientation, Mentoring, Parents, and Academic Student Success
Student Life
Assistant Director, Orientation
Position Description

Title: Assistant Director of COMPASS, Orientation
Department: Student Life
Reports to: Director of COMPASS
Appointment: 12 Months

Position Summary: The Assistant Director of COMPASS, Orientation, is responsible for developing, coordinating, and evaluating new student Orientation and parent programs that support students' transition to the Michigan Tech community and promotes their success. The Assistant Director will ensure that programs are consistent with the mission and goals of the Division of Student Affairs and the University, and contribute to the quality of student life. Duties include implementing a comprehensive orientation program, assisting students and their parents/families, and collaborating with residence life. Salary is commensurate with experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Creatively develop, implement, and evaluate a comprehensive Orientation program for new students including first-year, transfer, dual-enrolled, athlete, and midyear entry students, as well as parents, family members, and guardians.
- Oversee the development and coordination of selection and training for all Orientation staff, which includes four student orientation coordinators and approximately 68 orientation team leaders.
- Supervise and evaluate the Orientation staff. Maintain personnel files.
- Lead weekly staff meetings for Orientation staff.
- Create and revise communication and publications, including websites, family newsletters, the Tech Guide and Orientation materials.
- Chair the Tech Parents Annual Fund Committee.
- Coordinate COMPASS participation in Preview Day, the Tech Showcase and other recruitment and campus wide events.
- Teach one section of a college success course.
- Work as a team member with student life in decision making, problem solving, strategic planning, coordination of student advising and program evaluation and assessment.
- Coordinate the use of assessment tools.
- Recognize staff efforts as appropriate.

- Assist with individual student and parent interventions.
- Act as a judicial hearing officer.
- Address academic concerns for staff members.
- Serve as the liaison for and collaborate with university communications, international programs, athletics, transfer services, and admissions.
- Create and maintain the Orientation and Parent Fund budgets.
- Assume administrative responsibility for projects when assigned.
- Participate on Student Affairs work teams as appropriate, including chairing the Student Life Selection Committee on a 3 year rotation, and participating on the Student Affairs Leadership Team.
- Work irregular hours at certain times due to the nature of the position.
- Participate in other University committees and activities.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Functional supervision is exercised over student staff responsible for the delivery of Orientation.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Master's degree in student personnel or a related field, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- One year professional experience that may include graduate student experience in orientation, orientation, first-year programs, or similar office.
- Excellent leadership, organization, interpersonal, and oral/written/presentation skills.
- Basic computer and software competency.

DESIRABLE:

- Expertise to develop, articulate and implement a vision for the enrichment of orientation programs and the first-year experience.
- Experience working effectively with administrative and academic sides of a University.
- Experience in educational programs directed at student development in higher education.

OTHER SKILLS AND ABILITIES:

REQUIRED:

- Demonstrated ability to creatively plan, organize, and execute complex events.
- Demonstrated teambuilding and networking skills.
- Demonstrated understanding of student development theory and a commitment to student success.
- Evidence of commitment to enhancing diversity.
- Demonstrated ability to work effectively with students, faculty and staff.
- Demonstrated willingness to work evening and weekend hours.
- Demonstrated ability to function effectively in stressful work environments.
- Demonstrated capability in leading and managing a motivated staff.
- Demonstrated ability to build relationships with faculty, students, parents, staff, and counselors.
- Proven competence in managing multiple tasks and competing priorities.

DESIRED:

- Demonstrated proven success with designing and providing programs to retain a diverse student body.
- Demonstrated understanding of and commitment to the comprehensive mission, vision, and strategic plan.
- Demonstrated knowledge and expertise of today's students and ability to steer program priorities using institutional strategic planning directives.
- Experience being a goal-oriented, charismatic, self-disciplined, willing risk-taker with a genuine interest in the success of all students.
- Demonstrated knowledge of the latest in computing and technology for the student affairs area.
- A positive attitude towards innovation and creativity, and a sense of humor.

Michigan Tech is an Affirmative Action/Equal Opportunity educator and employer and aggressively recruits minority and female applicants in an effort to bring greater diversity to its workforce.