

Cornish Orientation Graduate Coordinator – Position Description

SUMMARY OF THE ROLE

The Graduate Coordinator (GC) is a key leadership role that plans and implements transition support initiatives for new students and their supporters to foster a sense of belonging within new/incoming students. GCs contribute to departmental leadership by overseeing various programming initiatives for orientation and welcome events throughout the academic year, as well as student leader recruitment, selection, training, and mentorship experiences. Through indirect supervision, GCs assist in guiding Orientation Leaders (OLs) to discover their own unique talents, fulfill their responsibilities, and create connections on campus. GCs are supervised by the Director of Orientation Programs.

Note: This role will specifically focus on supporting orientation for new/incoming students attending Cornish College of the Arts at Seattle University (CCA@SU).

COMPENSATION

Graduate Coordinators are paid at the university Graduate Assistant hourly rate, which is \$24.00/hour. Total earnings for the year (July 1, 2025 – June 30, 2026) will come to approximately \$25,000 before taxes.

Additional Compensation Notes

- This position is not eligible for overtime.
- Student employees accrue 1 hour of sick time for every 30 hours worked.
- Student employees do not accrue paid time off or vacation hours.
- Students are paid bi-weekly on the 10th and 25th of every month through direct deposit.

TIMELINE OF RESPONSIBILITIES

The following are typical responsibilities that are allocated to GCs:

Late Spring/Early Summer (May-July)

- Support in-person and virtual programming for incoming students.
- Mentor the Senior Orientation Leader(s) in completing their responsibilities.
- Assist with communication efforts with campus partners, new students, and their supporters.
- Coordinate the development and logistics of OL Fall Training in preparation for Fall Orientation.

Late Summer (August)

- Assist with leading OL Fall Training and preparation prior to Fall Orientation.
- Implement key components of Fall Orientation including logistics, marketing, and student leader responsibilities.
- Serve as on-site staff support, facilitator, and troubleshooter during orientation events.

Fall (September-December)

- Design and implement assessment for Fall Orientation, generating summary report.
- Assist OLs with coordinating orientation group reunions and planning fall connection events.
- Assist with development of OL job description for coming academic year.

Spring (January-May)

- Assist in the recruitment and selection processes to build a diverse and inclusive pool of OL candidates.
- Design and facilitate OL Spring training experiences to implement during Spring Quarter.
- Assist with development of curriculum, logistics, and programming for Summer Orientation.

WORK SCHEDULE AND REQUIRED DATES

Term of Employment

The GC position is a **12-month** position, starting **July 1, 2025** and ending **June 30, 2026**. This position may be renewed for a second academic year (2026-2027) contingent on performance. Compensation for the second year may be subject to change. A new contract will be issued for the second year.

Anticipated Work Hours Schedule

Work Hours

Graduate Coordinators typically work 20 hours each week. Per federal regulations, student employees are not allowed to work over 20 hours/week while classes are in session and are not allowed to work over 40 hours/week while classes are not in session.

Work Schedule

GC typically work Monday-Thursday from 10:00am-4:00pm (including 1-hour unpaid lunch break). **Weekend and evening hours are expected during training and orientation event dates.** This requires flexing work hours on certain weeks/weekends. GCs work in-person in the office 4 weekdays per week and manage (and flex) their hours in consultation with the Director. GCs may be able to work remotely 1 day/week as agreed upon with the Director.

Required Dates

The following dates are considered “Blackout Dates.” **This means you are required to be present and available without any other commitments.** Any anticipated conflicts with these dates that you know of at the time of application should be noted in your application.

We recognize this is a significant time commitment. If you have a time/date conflict, we encourage you to still submit your application and/or set up a meeting with the Director of Orientation (cubitan@seattleu.edu) before submitting your application so we can discuss what flexibility or options may be possible.

DATE	RESPONSIBILITY	HOURS
August 18-August 22, 2025	Cornish OL Fall Training	• 9am-4pm, M-F
August 23-August 24, 2025	Cornish Move-In Weekend	• 4-8 hours between both days
• August 25-August 29, 2025 & • September 2-September 5, 2025	Cornish Fall Orientation	• Hours M-F depend on schedule needs (possible evening programs) • No work Monday, 9/1 (Labor Day)
September 8-18, 2025	Seattle U OL Fall Training	• 9am-4pm, M-F • No work Saturday, 9/13 or Sunday, 9/14
September 19-23, 2025	Redhawk Launch Session 5 & Seattle U Fall Welcome	• 9/19: ~6 hours • 9/20: ~10 hours (move-in day) • 9/21: ~6 hours • 9/22: ~7 hours • 9/23: ~4 hours

Note: Dates/times/hours are subject to change depending on campus-wide changes to the university’s calendar. Additionally, we recognize extenuating circumstances, such as illness or personal emergencies, may conflict with these dates. The Director will work with team members on an individual basis to discuss any circumstances that arise.

QUALIFICATIONS FOR CANDIDATE ELIGIBILITY

Candidates must meet the following qualifications to be eligible for consideration:

- Must be a current full-time graduate student at Seattle University or starting as a full-time graduate student by September 2025 (Fall Quarter 2025).
- **Must have work authorization to work starting July 1, 2025.** International students are not eligible to begin work during the summer prior to starting their program in Fall Quarter as a new student but may be eligible if they are currently enrolled and are a continuing student in their program.
- Must maintain a **2.5 or greater cumulative GPA** throughout the full term of the role.

- Must maintain good academic and disciplinary standing with Seattle University.
- Must be available **all required dates** listed in job description.

Additionally, we are seeking the following skills and abilities in candidates:

Desired Skills

- Prior experience as an undergraduate student leader.
- Ability to develop and facilitate training materials to student leaders.
- Ability to work well independently and in times of ambiguity.
- Ability to mentor student leaders as they explore their leadership journey.
- Event planning and/or event management.

Minimum Skills

- Customer service.
- Self-directed and motivated.
- Strong organizational abilities.
- Creative thinking and problem-solving.
- Effective communication with students, families, faculty, and staff.
- Ability to balance priorities while managing tasks and responsibilities autonomously.
- Cultural humility to recognize how the department can best suit the needs of our diverse community.

OVERVIEW OF ORIENTATION PROGRAMS

Orientation Programs supports new first-year and transfer undergraduate students and their families and supporters in transitioning to college life at Seattle University. Orientation is experienced in a hybrid format, with program offerings depending on which term students will start their Redhawk journey. Students who start their time in the Fall Quarter have a hybrid Summer Orientation and in-person Fall Welcome program. Students who start their time in the Winter Quarter or Spring Quarter engage in online programming prior to arrival, a one-day Orientation prior to the start of their term, and optional in-person events during their first week of classes. We also support transition initiatives throughout the academic year that support student belonging and retention.

Our Mission

Orientation Programs promotes student learning and engagement through transition programs, guidance, and mentorship for students and their supporters.

Our Vision

Implement a comprehensive transition experience for all undergraduate students that centers equity, hospitality, innovation, and student empowerment.

Our Curriculum

To coordinate effective learning experiences that support a student's successful transition to college, we utilize a curriculum based on the following learning goals:

- **Sense of Belonging**: You will create a connection with Seattle University and build relationships with peers, faculty, and staff.
- **Academic Success**: You will embrace intellectual passions and explore effective learning habits.
- **Inclusion & Identity**: You will engage in reflection about your identities and how to build relationships across differences.
- **Personal Growth**: You will explore your values, sense of purpose, and social responsibility.
- **Self-Reliance**: You will learn how to navigate campus, seek support resources, and sustain holistic wellbeing.

MAKING MEANING IN THE GRADUATE COORDINATOR ROLE

Being a member of the Orientation Programs team is a unique opportunity to advance your leadership skills, develop new professional abilities, and make a lasting impact on others. This role involves a mix of working with large-scale

initiatives, detail-oriented projects, and learning-centered engagement opportunities. Orientation collaborates with staff, faculty, and administrators in most departments across campus throughout the year, allowing GCs to gain awareness and knowledge of the higher education landscape by connecting with a broad array of functional areas.

Specific areas of focus in the GC role include:

- Developing and implementing a transition-to-college curriculum
- Communicating university mission, vision, and values
- Mentoring students in individual, group, and team settings
- Designing and facilitating student leader recruitment, training, and selection processes
- Assessment and evaluation of departmental initiatives and the new student experience
- Working with unique population needs including transfer, commuter, first-generation, and low-income students

GCs will engage in the following responsibilities:

Program Development

- Contribute to the creation of online and in-person sessions, workshops, and events for CCA@SU orientation.
- Collaborate with campus partners on CCA@SU orientation programming and larger divisional efforts.
- Assist with designing the Fall Move-In Experience for new students and their supporters.
- Coordinate and oversee schedules and assignments for student leader staff

Student Leader Recruitment, Selection, and Training

- Create and implement a recruitment strategy plan for the OL position.
- Assist with constructing and facilitating the application, interview, and selection process for OL candidates.
- Develop and facilitate leadership development, team bonding, and training experiences for OLs.
- Mentor OLs in completing job responsibilities including facilitating Orientation groups, workshops, and events.

Departmental Leadership

- Contribute to fulfilling the mission, vision, and curricular approach of the department.
- Collaborate on departmental and cross-campus streamlined communication plans.
- Propose budget expenses for programming, as needed.
- Indirectly supervise the 1-2 Senior Orientation Leader(s) and 15+ OLs.
- Act as a liaison between the OL team and OP professional staff, contributing student perspectives toward engagement initiatives led by OP.
- Design, implement, and summarize assessment initiatives to gather data about the new student experience.

Marketing and Communications

- Assist in the development of social media posts, emails, newsletters, posters, flyers, hand-outs, and other forms of communication that advertise important information and updates related to Orientation operational and community development opportunities for students and supporters.

Please note:

- This is not an exhaustive list of all responsibilities performed by the GCs. GCs will also complete other duties as assigned. Functions of the role may change as determined by the needs of the department.
- Candidates must be able to perform all job functions with or without accommodations.

SUPERVISOR CONTACT INFORMATION

Please do not hesitate to reach out with questions! I am more than happy to make time to connect and share more about this opportunity.

Nicholas F. Cubita, Ed.D.

Director of Orientation Programs

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