

## 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 the Redhawk community. 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.

### OVERVIEW OF ORIENTATION PROGRAMS

Orientation Programs supports new first-year and transfer undergraduate students and their families and supporters in transitioning to Seattle U. Orientation for new students at Seattle U is in a hybrid format with online components in the term prior to arrival, and a weeklong in-person program as classes begin. We also plan and implement various transition and retention initiatives as needed by the university.

#### Our Mission

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

#### Our Vision

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

#### Our Curricular Approach

To coordinate effective learning experiences that supports students transition to SU, we utilize a curricular approach to our work. This is guided by our following educational learning priority and learning goals:

- **Educational Priority:** As a result of engaging with orientation and transition programs rooted in Jesuit education, new students will develop a sense of belonging, engage in personal formation, explore inclusive excellence, commit to academic excellence, and embrace their independence by the end of their first year.
- **Learning Goals**
  - Sense of Belonging: You will create a connection with SU and build relationships with peers, faculty, and staff.
  - Personal Formation: You will engage in Jesuit-inspired reflection about your values, sense of purpose, and holistic wellbeing.
  - Inclusive Excellence: You will explore awareness, knowledge, and skills in the areas of diversity, equity, and social justice.
  - Academic Excellence: You will commit to critical inquiry, scholarly passions, and vocational discernment.
  - Embracing Independence: You will understand how to navigate SU, seek support, and envision your path to success.

### MAKING MEANING IN THE GRADUATE COORDINATOR ROLE

Working on 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 and detail-oriented projects. 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 campus functional areas.

Specific areas of focus in the GC role include:

- Orientation, transition, and retention best practices
- Developing and implementing a curricular approach
- Enrollment management and admissions outreach

- Communicating university mission, vision, and values
- Mentoring students in both individual and team settings
- Academic advising and course registration for new students
- Designing and facilitating student leader training, recruitment, and selection processes
- Assessment and evaluation of departmental initiatives and the new student experience
- Working with unique populations including transfer, commuter, and first-generation students

GCs will engage in the following responsibilities:

### ***Program Development***

- Contribute to the creation of online and in-person sessions, workshops, and events for Summer Orientation and Fall Welcome, Winter Orientation and Winter Welcome, and Spring Orientation and Spring Welcome.
- Collaborate with campus partners on 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 during Fall Welcome.
- Assist with developing and implementing year-long transition support initiatives including the Ignite Mentorship Program and exploration of new first-year experience initiatives.

### ***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 Orientation Coach(es), an undergraduate peer leader, and 25 Orientation Leaders.
- Act as a liaison between the OL team and OP professional staff, contributing student perspectives toward engagement initiatives led by OP and HRL.
- Design, implement, and summarize assessment initiatives to gather data and input 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.

## **TIMELINE OF RESPONSIBILITIES**

The following are typical responsibilities that are allocated between the two GCs, based on skill level and interest:

### **Summer (July-August)**

- Support summer virtual programming for incoming fall students including socials, orientation group meetings with Orientation Leaders, and campus partner workshops.
- Mentor the Orientation Coach in completing their responsibilities.
- Assist with communication efforts with campus partners, new students, and their supporters.

- Coordinate the development, logistics, and implementation of OL Fall Training in preparation for Fall Welcome.

### Fall (September-December)

- Implement key components of Fall Welcome including logistics, marketing, and student leader responsibilities.
- Assist with Orientation Coach recruitment and selection processes.
- Launch and lead the Ignite Mentorship Program.
- Plan recruitment strategy and initiatives for selecting Orientation Leaders during Winter Quarter.
- Plan logistics and programming for Winter Orientation and Winter Welcome.

### Winter (January-March)

- Assist in the recruitment and selection processes to build a diverse and inclusive pool of OL candidates.
- Plan logistics and programming for Spring Orientation and Spring Welcome.
- Design OL Spring training experiences to implement during Spring Quarter.

### Spring (April-June)

- Provide leadership to the assessment and evaluation of departmental initiatives; help to communicate the findings and feedback to stakeholders.
- Mentor the Orientation Coach in completing their responsibilities.
- Assist with development of curriculum, logistics, and programming for virtual Summer Orientation.

## WORK SCHEDULE AND REQUIRED DATES

### Term of Employment

The GC position is a 12-month graduate assistantship, starting on **July 3, 2023** and ending on **June 28, 2024**. This position will be renewed for a second academic year (2024-2025) contingent on the GC’s 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

Per federal regulations, student employees will not be allowed to work over 20 hours per week while classes are in session and will not be allowed to work over 40 hours per week while classes are not in session.

#### Work Schedule

GAs can expect heavier hours during welcome events each term, particularly in Fall, and the Orientation Leader selection process (February). This may require some flexing of work hours on certain weeks and weekends. Weekend and evening hours are to be expected during Fall Welcome. GCs should plan to be present in-person in the office at least 4 weekdays per week and will manage (and flex) their own hours in consultation with the Director.

### Required Dates

The following dates are considered “Blackout Dates.” This means team members are required to be present and available without any other commitments. Training and work hours completed on these dates cannot be made up or rescheduled. Any anticipated conflicts with these dates that are known at the time of application/interview should be discussed with the Director.

| DATE                         | RESPONSIBILITY     |
|------------------------------|--------------------|
| <b>September 6-15, 2023</b>  | OL Fall Training   |
| <b>September 16-23, 2023</b> | Fall Welcome       |
| <b>October 20-23, 2023</b>   | Family Weekend     |
| <b>January 2, 2024</b>       | Winter Orientation |
| <b>March 22, 2024</b>        | Spring Orientation |

Note: 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.

## COMPENSATION

Graduate Coordinators are paid at the university Graduate Assistant hourly rate, which is \$21.67/hour. Total earnings for the year may not exceed \$23,695 before taxes (July 3, 2023 – June 28, 2024).

### 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 10<sup>th</sup> and 25<sup>th</sup> of every month, through direct deposit.

## 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 2023.
- Must maintain a **2.5 or greater cumulative GPA** throughout the selection process and full term of the OL role.
- Must maintain good academic and disciplinary standing with Seattle University.
- Must be available **all required dates** listed above.

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

### **Minimum Skills**

- Self-directed and motivated.
- Strong organizational abilities.
- Creative thinking and problem-solving.
- Experience as an undergraduate student leader.
- Willingness to challenge own assumptions and biases.
- Ability to work well independently and in times of ambiguity.
- 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.

### **Preferred Experience**

- Customer service.
- Working with data.
- Mentoring student leaders.
- Public speaking/facilitation.
- Program planning and/or event management.

## SUPERVISOR CONTACT INFORMATION

Please do not hesitate to reach out with any 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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