Orientation Graduate Coordinator
Orientation Programs
Division of Student Development

Position Summary
The Orientation Graduate Coordinators (the Coordinators) will gain practical experience and insights by joining our team to assist new students (both first-year and transfer) as well as their families and guests in their transition to the institution. As the Department of Orientation Programs, we provide two-day orientation events for first-time-in-college students and families, one-day events for transfer students and families, and coordinate Welcome Week activities. We also plan and implement various transition and retention initiatives as needed by the university. Under the direction of the Director of Orientation Programs, these team members will provide leadership and supervision for student leaders who serve new students and their families as a mentor and resource.

Anticipated Learning Opportunities
Orientation Graduate Coordinators are exposed to a variety of constituencies at the university; interactions with faculty, staff, and administrators are common in planning and implementing programs.

Additionally, Coordinators will gain knowledge and skills related to:
• Orientation, transition, and retention
• Enrollment management
• Communicating university mission, vision, and values
• Supervising students in both individual and team settings
• Designing and facilitating student leader training
• Assessment and evaluation of departmental initiatives and the new student experience

Essential Responsibilities
• Working with the Director, supervise a team of advanced student leaders serving as Orientation Coordinators
• Help Orientation Coordinators in their management and supervision of the larger student leader Orientation Advisor team
• Collaborating with campus partners, help to coordinate and implement orientation programming for new undergraduate students
• Help to advance the efforts related to new student transition and retention by thinking of creative opportunities to extend the department’s influence beyond orientation programming
In Year 1:

• Oversee the development, logistics, and implementation of Fall Training in preparation for Welcome Week activities
• Coordinate the implementation of Welcome Week programming, including final logistics, marketing, staffing, etc.
• Lead Orientation Coordinator recruitment and selection processes
• Manage the staffing and attendee logistics for winter and spring quarter orientations
• Collaborate with campus partners to offer Winter Welcome programming
• Develop and implement recruitment strategies for future Student Development Administration program graduate assistants and interns
• Serve as the departmental representative to iLead (on-campus student leadership conference)

In Year 2:

• Plan, facilitate, and manage Orientation Advisor Summer Training
• Oversee the staffing and attendee logistics for Summer in Seattle Orientation and Fall Transfer Orientation
• Manage the recruitment and selection processes to build a diverse and inclusive pool of candidates for the Orientation Advisor team
• Provide leadership to the assessment and evaluation of departmental initiatives; help to communicate the findings and feedback to stakeholders
• Coordinate the recruitment and selection process for the summer NODA internship
• Develop and implement Spring Training for newly-selected Orientation Advisors

Anticipated Work Schedule

The Orientation Graduate Coordinator position is a 12-month graduate assistantship. The position will begin in early to mid-June. Coordinators can expect heavier hours during orientation events in the summer, Welcome Week activities in the fall, and Orientation Advisor selection processes. Weekend and evening hours are to be expected during these times. Time off in the first week of August balance the extended hours in early summer. Other times of the year, Coordinators should plan to be in the office at least 4 work days per week, and will manage (and flex) their own hours in consultation with the Director.

Minimum Qualifications and Skills

• Strong organizational skills
• Effective communication skills with students, families, faculty, and staff
• Experience as an undergraduate student leader
• Willingness to challenge own assumptions and biases
• Creative thinking and problem-solving
• Ability to think on your feet
• Ability to work well independently and in times of ambiguity
• Should enjoy working in a fun office with lots of snacks
• Self-directed and motivated
• Cultural humility to recognize how the department can best suit the needs of our diverse community

Preferred Qualifications and Skills

• Experience supervising student leaders
• Experience manipulating data
• Customer service experience
• Experience with program planning and/or event management
• Public speaking experience

**Supervisor Contact Information**

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