



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 supporters in their transition to the institution. As the Department of Orientation Programs, we provide orientation experiences for first-time-in-college students and families, events for transfer students and adult learners, and coordinate Welcome Week activities. Orientation for new students at Seattle U occurs in multiple formats including online, in-person, or hybrid. 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 mentorship 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.
- Mentoring 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

- Under the supervision of the Director, mentor a team of advanced student leaders serving as Orientation Coordinators.
- Help Orientation Coordinators in their coordination and mentorship 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.

The following are typical responsibilities that are allocated between the two Orientation Graduate Coordinators based on skill level and interest.

Fall

- Coordinate 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, student leader responsibilities, etc.
- Under the supervision of the Director, assist in Orientation Coordinator recruitment and selection processes.

Winter

- Coordinate the student leader 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.
- Under the supervision of the Director, assist in the recruitment and selection processes to build a diverse and inclusive pool of candidates for the Orientation Advisor team.
- Serve as the departmental representative to iLead (on-campus student leadership conference).

Spring

- Develop and implement Spring Training for newly-selected Orientation Advisors.
- Under the supervision of the Director, assist in the recruitment and selection process for the summer NODA internship.
- Plan, facilitate, and coordinate Orientation Advisor Summer Training.
- Coordinate the student leader and attendee logistics for Summer Orientation.
- Provide leadership to the assessment and evaluation of departmental initiatives; help to communicate the findings and feedback to stakeholders.

Anticipated Work Schedule

The Orientation Graduate Coordinator position is a 12-month graduate assistantship. The position will begin in early to mid-June. Over the course of the entire year, Coordinators will work an average of 20 hours per week. 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 during slower periods balance the extended hours in early summer. 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 mentoring 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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