

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, Student Life - Orientation**

Job Code: **3563**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's Degree in Student Personnel, Education, or related field.	
Experience	Two years graduate or full time experience in working with new student orientation, new student programs/retention, student groups, campus activities or student programming. Working knowledge of student development theories and philosophies. Must have strong computer skills, especially in the areas of word processing, desktop publishing, and database management. Cognizant of diverse student population needs. Ability to creatively problem solve with students, staff and faculty.	Knowledge and experience of student and program development for adults in higher education is preferred. Transfer and Adult Orientation experiences. New student and retention programs. Assessment experience. Bilingual skills.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The Coordinator, Student Life - Orientation & New Student programs will develop and implement a comprehensive new student program that includes orientation, transfer student orientation, virtual orientation services and creating first semester/first year programming which promotes student retention. This position will work closely with internal and external constituents to create a campus community in which students can be successful. The coordinator will partner with the Office of Admissions in planning prospective student programs as well as with all Student Life programs that help create community and student engagement including, but not limited to Welcome Week. This position will also be responsible for collecting and analyzing new student data and assessing outcomes to determine retention rates and the direction of the overall program. As an integral part of the Student Life staff, this position will also assist with all Student Life Programs. Advises one Tech II student worker.

Duties and responsibilities

% Time

Develop and implement new student orientation several times a year.	20
Develops and implements new student /first semester/first year retention programming.	20
Develops and implements transfer orientation.	15
Collects, analyze, and responds to assessment data regarding orientation and retention.	15
Creates, maintains and publishes program publications and websites.	10
Attends SGA meetings. Assists with front office duties and procedures as needed.	10

Partners with Admissions and other university programming aimed at retention/enrollment.	10
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*This position description describes the general qualifications, duties and responsibilities of work being performed.*