

University of Houston – Clear Lake

Position Description

Job Title: **Director, Orientation & New Student Programs**

Job Code: **2660**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Student Personnel, education, or related field.	
Experience	5 years 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. Freshmen Orientation programs. Transfer and Adult Orientation experiences. Parent Orientation Programs. New student and retention programs. Assessment experience. Bilingual skills. Experience with Blackboard.
License/Certification		

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

POSITION SUMMARY

The Director of Orientation & New Student programs will develop and implement a comprehensive new student program that includes orientation, transfer student orientation, graduate 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 various departments in the university in planning prospective student 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 program impact and the direction of the overall program. Supervise two full time staff members and one to two Tech II student workers

Duties and responsibilities

% Time

Develop and implements new student orientation several times a year.	20
Develops and implements new student /first semester/first year retention programming.	20
Collects, analyze, and responds to assessment data regarding orientation and retention. Creates, maintains and implements online orientation program	20
Supervises employees. Coordinates and develops Graduate Student Orientation programs with schools	20
Develops and implements transfer orientation. Partners with Admissions and other university programming aimed at retention/enrollment.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.