

University of Houston – Clear Lake

Position Description

Job Title: **Coord, Orientation & New Student Pgms**

Job Code: **2658**

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

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Student Personnel, Education, or related field	Master's degree in Student Personnel, Education, or related field
Experience	Two to three years graduate or full time experience in working with new student orientaiton, new student programs/retention, student groups, campus activities or student programming.	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. Parent programs. Learning Communities Assessment experience. Bilingual skills
License/Certification		Extensive experience in word processing and desktop publishing

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

POSITION SUMMARY

The Coordinator of Orientation & New Student programs will assist in the development and implementation of 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 have primary repsonsibilities for ancillary programs that may include Welcome Week, Family & Friends programs, and Learning Community Liasons including the planning presenting and assessment of these programs. Additionally, the Coordinator will assist all other office programs. May advise one or two student workers.

Duties and responsibilities	% Time
Assist in development and impletmentation of new student orientation several times a year	20
Assist in development and impletmentation new student /first semester/first year retention programming.	20
Assist in development and impletmentation of transfer orientation.	20
Plan and implement ancillary programs such as Welcome Week and Family & Friends program.	20
Creates, maintains and publishes program publications and websites. Support office initiatives with Admissions and other university programming aimed at retention/enrollment.Assists with front office duties and procedures as needed.	20

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