POSITION DESCRIPTION

ASSISTANT DIRECTOR OF TRANSFER ORIENTATION AND WELCOME PROGRAMS (9339)
Orientation & First-Year Programs
University of Minnesota – Twin Cities

THE DEPARTMENT:
As a department with the Office of Undergraduate Education at the University of Minnesota, the mission of Orientation & First-Year Programs (OFYP) is to provide quality transitional experiences, in collaboration with other University departments, which maximize students’ potential for personal and academic success and assist them in adjusting to the challenges presented by collegiate life.

POSITION DESCRIPTION:
This leadership position will be responsible for the development, coordination, planning, implementation and oversight of transfer student orientation, transfer welcome day(s) as well as other orientation programs. In addition, they will serve as a liaison guiding and supporting University-wide efforts to better coordinate the transfer student. Experience. This position is required to collaborate across units, supervise 10 Transfer Student Ambassadors, 10 Orientation Check-in staff, create and deliver programs to support the transition and engagement of transfer students. The Assistant Director will serve on a team of 9 full-time, professional staff and many student staff and will report to the Associate Director of Orientation Programs.

QUALIFICATIONS:

Essential Qualifications:
• A Masters degree in Higher Education, College Student Personnel, or other related areas.
• Three years previous experience in an orientation and first-year programs or related field.
• Demonstrates the ability to communicate effectively both orally and written.
• Commitment to diversity and inclusive excellence.
• Position requires some work on evenings and weekends.
• Employment is contingent upon completion of background verification with satisfactory results as required by law and University policy.

Preferred Qualifications:
• Previous experience in working with the transfer student population or other populations where experiences and skills could be transferred.
• Previous experience managing and implementing program logistics and operations.
• Ability to make data-driven decisions regarding programmatic efforts.
• Previous supervisory experience of staff (student or professional).
• Ability to work and communicate across organizational programs and priorities.
• Ability to make data-driven decisions regarding programmatic efforts.
• Flexibility and adaptable to change.
• Collaborative and diplomatic relationship style; promotes respect and practice of
civility and inclusivity in the workplace.

**DUTIES & RESPONSIBILITIES:**
1. **Oversee the Implementation of Transfer Student Orientation (30%)**
   a. Develop and implement all aspects of the Transfer Orientation program for almost 3,000 transfer students attending the University throughout the year. Orientation runs June through August, and in January.
   b. Work closely with Associate Director of Orientation in an effort to communicate with collegiate units and service areas to determine orientation schedule and logistics.
   c. Manage daily operations and problem-solve during transfer orientation programs.
   d. Communicate with the new transfer students regarding orientation reminders and expectations.
   e. Maintain the content for Online Orientation. This requires collaboration with various departments, and includes implementing various technical aspects with the support of the Info Tech Professional.
   f. Evaluate and assess orientation programs, including pre-orientation survey, orientation evaluation, six-week check-in survey for on-campus and online programs. This involves the management and implementation of all surveys, serving as liaison with Office of Measurement Services, and managing reports in the Qualtrics tool, and sharing results regarding the transfer student experience.
   g. Communicate issues and outcomes to college units and departments to address issues and improve programs.
   h. Provide transfer agenda items and co-facilitate the monthly Orientation Advisory Board meetings to provide insight and address items from a transfer perspective. Attendees include collegiate and departmental representatives.
   i. Work with the Associate Director of Orientation to develop and manage Transfer Orientation and Welcome program budgets.
   j. Supervise up to 10 Transfer Student Ambassador staff during the transfer orientation program.

2. **Transfer Student Ambassadors (TSA) (15%)**
   a. Provide leadership and direction in the recruitment, selection, training and supervision of 10 Transfer Student Ambassadors.
   b. Works with the Coordinator for Leadership Development to plan and implement leadership development training content and logistics training of the TSAs.
   c. Develop opportunity for TSAs to communicate with new transfer students prior to orientation. As well as during programs.

3. **Oversee the Implementation of Transfer Student Welcome Days (20%)**
   a. Develop, implement and manage a three-day Transfer Welcome Days program in the fall and a one-day program in spring.
b. Reviewing feedback and assessment, provide vision and direction to change and implement new program content.
c. Work with the Associate Director of Orientation to develop and manage a budget for transfer welcome initiatives.
d. Work with the Welcome Week team in an effort to streamline processes and maximize program support communicating needs and desired outcomes.

4. **General Orientation Support (20%)**
   a. Provide logistical support for freshman and parent orientation programs (i.e. coordinate Resource Fair)
   b. With the assistance of the Coordinator for Leadership Development, select, train and supervise 10 check-in staff to support all programs (Orientation and Welcome programs).
   c. Serve as a member of the Orientation implementation team working with Student Program Coordinators, Parent Orientation Coordinators and full-time staff.
   d. Provide additional coordination to freshman and parent orientation as needed.

5. **Orientation, transition and retention trends and issues: (5%)**
   a. Collaborate with collegiate and various campus units including the Coordinator of Transfer Student Initiatives to improve the transfer experience.
   b. Evaluate and assess the transfer student experience through the use of pre-orientation survey, orientation evaluation and six-week check-in survey. Disseminate information gained through assessment and evaluation to campus partners and constituents. Use information gained to develop initiatives to support transfer experiences.
   c. Provide support to any initiatives implemented by the Office of Undergraduate Education.
   d. Expectation is to stay current on trends and issues related to the transfer student experience.

6. **Assist with the development of content for the Transfer Portal, transfer newsletter and other Communications (10%)**
   a. Develop content from a transfer student perspective.
   b. Work with first-year content provider to ensure consistent messages.
   c. Periodically review portal to ensure proper messages support all transfer initiatives.
   d. Manage social media plan for transfer students.
   e. Work with the Associate Director of Orientation and the Assistant Director of Communications, Marketing and Publications to develop various pieces and modes of communication for the transfer student population and their parents.
   f. Create communication strategies for new transfer students regarding orientation reminders and expectations.
7. Other duties as assigned to be determined.

TIMELINE:
Review of applications will begin November 19, 2013 and will continue until the position is filled. Apply online at http://employment.umn.edu

APPLICATION INSTRUCTIONS:
Submit (1) cover letter specifically addressing your interest in and qualifications for this position, (2) a resume, and (3) a list of three or more references, including phone numbers and other contact information. Application letters should be addressed to Nicole Grosz, Orientation & First-Year Programs, 300 Washington Ave SE, 315 Coffman Union, Minneapolis, MN 55455 or 612-624-4486. Please apply online.

APPOINTMENT & COMPENSATION:
This position has the Academic Professional and Administrative (P&A) classification, is 100% time, 12-month annually renewable appointment. This position is considered a strategic, mid-level position. Salary is commensurate with experience and includes a substantial benefits package.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.