



First-Year Experience

Orientation Coordinator (OC) Up to four positions available!

Application Deadline: Monday, March 13 by 11:59pm

In support of the CSB and SJU First-Year Experience, Orientation Coordinators (OC) work with the staff of the Student Leadership and Engagement department to implement the New Student Orientation program in the fall. The primary responsibilities of the OC staff is to facilitate and implement a vibrant New Student Orientation program, provide guidance and oversight to the team of 75-80 Orientation Leaders (OL), and to work collaboratively with other campus departments. to first-year and transfer students and facilitate Orientation activities. Orientation Coordinators will have opportunities to develop and practice skills in leadership, organization, project management, communication, time management, fiscal management, and public relationship skills.

This position is multi-faceted and requires skills in:

- **Time Management & Organization:** establishing priorities within projects; adhering to established deadlines; identifying and completing routine tasks, paperwork and projects as assigned or as necessary.
- **Verbal & Written Communication:** sharing information and creative ideas with supervisor and Orientation team in a timely manner; maintaining confidentiality with student and vendor information; presenting to small and large groups of people; creating and/or editing documents with few grammatical errors; and excellent listening skills.
- **Knowledge of CSB/SJU & Information Sharing:** sharing knowledge of resources and events as they relate to the first-year students including policies, procedures, campus departments & offices, and opportunities for involvement; assisting new students and families during move in day; promoting full participation in the Orientation activities to the first-year students; demonstrating pride in being part of the CSB/SJU community.
- **Event Planning & Programming:** coordinating key event details with campus partners; planning large scale events to build relationships among participants; generating creative ideas for events; coordinating staffing responsibilities for OLs; maintaining accurate records for future planning.

- **Critical Thinking & Problem Solving:** identifying problems or concerns within the orientation program and taking steps to address and/or report the issue; formulating and evaluating possible solutions to problems, with or without guidance from supervisor and/or teammates; working through stressful situations and handling them appropriately; responding to unclear or ambiguous situations or directions.
- **Teamwork & Leadership:** collaborating with others within student activities and across campus to achieve shared goals; mediating and addressing conflict in the workplace; working with others from across campus including administrators, faculty, staff and other students; fostering cohesion among team members; serving as a representative of CSB/SJU in a variety of structured and informal settings.
- **Administration:** maintaining accurate records; attending all planning meetings with campus partners; managing a set budget for events, programs and presentations; assisting with the hiring & training of Orientation Leaders; developing assessment tools for the Orientation program and Orientation Leader training.

In addition to the general duties listed above, orientation coordinators will be responsible for the development and implementation of the following duties listed below:

- **Community Initiatives:** Coordinating educational programs for students (including but not limited to diversity & inclusion, sexual assault, academic success, substance abuse, etc.); developing transfer student program; working with the Center for Global Education to include international students in programming and training.
- **Personnel & Training:** Assisting with the logistics of the orientation leader selection process; assisting with the development of comprehensive in person and online training; communicating with OLs through weekly updates; managing outreach to first year students; ordering OL t-shirts, assigning orientation groups.
- **Logistics & Marketing:** Updating and maintaining social media platforms; creating content to be shared in the Class of 2027 page; updating the Orientation website; coordinating the major logistics of Orientation including transportation, dining and security; ordering marketing materials from vendors
- **Special Events:** Developing evening programming events; coordinating set up and tear down of all events; coordinating structured free time activities; collaborating with other departments to coordinate a social gathering during training; assigning job duties to Orientation Leaders; coordinating the Move-In Day resource fairs and community picnics; managing volunteers on Move-In Day and throughout the weekend.

Other Requirements

- Orientation Coordinators are expected to work 30-40 hours per week in the Student Leadership and Engagement Office during the summer months and must be present for the entirety of Orientation Leader Training and the Orientation program.
- Orientation Coordinators must have and maintain a 2.5 minimum GPA and be in good academic standing.
- Orientation Coordinators must be in good disciplinary standing at the time of their selection and throughout their work with the New Student Orientation program. Each applicant's conduct record will be checked.
- Orientation Coordinators must be full time undergraduate CSB/SJU students at the time they submit an application and through the Fall 2023 semester.
- Orientation Coordinators must be able to work 5-6 hours per week in the Student Leadership and Engagement Office for the month of September 2023 to complete the necessary program assessments.
- Commitment to abide by all university policies and procedures. Orientation is a substance free event. Orientation Leaders are required to sign a contract promising to refrain from the use of alcohol (regardless of age) and illegal substances from Monday, August 20, 2023 through Sunday, August 27, 2023.
- Students holding any of the following leadership positions on campus are not eligible to serve as Orientation Coordinators due to significant conflicts with OL training and the orientation schedule.
 - Multicultural Center employees
 - Bonner Leader program
 - CSB Residential Life RA or CA
 - SJU Residential Life RA

Length of Position

- Orientation Coordinators can expect to work a total of up to 80 hours in the spring 2023 semester. These hours include assisting with OL hiring, selecting and pairing OLs, and being present at the Orientation Leader and Peer Mentor Spring Welcome.
- Orientation Coordinators can expect to work up to 40 hours per week in the summer from late May until the start of the academic year in August. OCs should expect to work and be paid for overtime during OL Training, Move-In Day, and Orientation.
- Must be present for the **entirety** of Orientation Leader Training in the fall and the New Student Orientation Program. The orientation leader position begins on Sunday, August 20 and concludes on Sunday, August 27 at 7:00pm.
- Following Orientation, OCs must be prepared to spend up to 20 hours (approximately 5-6 hours per week) in the Student Leadership and Engagement Office to assist in assessing the Orientation program during the month of September 2023.

Interview Process

All Orientation Coordinator applicants will participate in an individual interview with a staff member in late March 2023.

Compensation

- Orientation Coordinators will be compensated for the hours worked in the office and during the Orientation program at the hourly wage established by Student Employment.
- Orientation Coordinators will live on the CSB campus for the summer as part of the compensation for the position. Orientation Coordinators will reside at CSB through August 18, 2023.

To Apply: [Orientation Coordinator Online Application](https://www.csbsju.edu/forms/6H0VV1GA23)
(<https://www.csbsju.edu/forms/6H0VV1GA23>)