DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Director of Orientation and New Student Programs

DEPARTMENT: Student Affairs

DATE: March 1, 2016

SCHEDULE: Regular, Full-time, 12 Months, M-F, 8am-5pm

REPORTING SUPERVISOR: Vice-President of Student Affairs/Dean of Students

FLSA: Exempt-Administrative

IPEDS: 25

JOB FUNCTION:
Directs and coordinates programs that insure a smooth and successful transition into university life for a variety of student populations. These include freshmen, transfers, internationals, as well as commuter students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 20%</td>
<td>Biannual</td>
<td>Coordinate the planning, implementation, oversight and assessment for both the fall and spring New Student Orientation programs for incoming freshmen and transfer students, including training and support to student personnel, staff and faculty.</td>
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<tr>
<td>2. 15%</td>
<td>Annual</td>
<td>Hire approximately 60 Orientation Leaders each spring. Marketing should be used to ensure a quality applicant pool. Will review applications, interview, select and train all selected OLs for summer programs.</td>
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<tr>
<td>3. 15%</td>
<td>Annual</td>
<td>Coordinate the planning, implementation, oversight and assessment for Freshman First Day, including training and support to student personnel, staff, and faculty.</td>
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<tr>
<td>4. 10%</td>
<td>Ongoing</td>
<td>Ensure a smooth transition to college for first-year students and their families with careful coordination and collaboration with Drury’s Admission staff, Director of the CORE Curriculum, Director of Academic Advising, Director of the Honors Program as well as most departments within Student Affairs.</td>
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<tr>
<td>5. 10%</td>
<td>Annual</td>
<td>Work with faculty to create up to six Living-Learning Community themes and descriptions for Drury’s incoming freshmen for the following academic year. Work with Residence Life and Housing to determine the selection process and approve student applications for placement.</td>
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<tr>
<td>6. 10%</td>
<td>Annual</td>
<td>Coordinates the planning, implementation, oversight and assessment for all aspects of the Leadership Enrichment Adventure Program (LEAP) sessions.</td>
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<tr>
<td>7. 10%</td>
<td>Ongoing</td>
<td>Update Drury webpages; work with the University Communication Office to create new marketing brochures/invitations; write welcome letters to prospective students and family members; market all first-year experience programs to prospective students and families at Admission events; create monthly parent newsletter email.</td>
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<tr>
<td>8. 5%</td>
<td>Ongoing</td>
<td>Supervise a Graduate Assistant who will coordinate the Orientation Leader training program; make contact with all new students at the start of each semester to advise/mentor as needed; co-coordinate all LEAP sessions; and serve as a co-advisor of Drury’s chapter of Alpha Lambda Delta honor society and organize the annual initiation ceremony.</td>
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<tr>
<td>9. 3%</td>
<td>Ongoing</td>
<td>Prepare and forecast expenditures for both the FYE and Orientation budgets.</td>
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<tr>
<td>10. 2%</td>
<td>Ongoing</td>
<td>Co-advisor for the Drury University Chapter of Alpha Lambda Delta National Honor Society.</td>
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</table>
MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor’s degree in a related area and 3-5 years of previous experience in similar position; or an equivalent combination of education and experience.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Ability to write effectively. Will write routine reports and prepare constant correspondence with prospective students and families, current students and families, faculty, staff and professional groups and organizations outside of Drury.
4. Ability to speak effectively before large groups of students, faculty, or staff of the college.
5. Ability to effectively communicate both orally and in writing, information to schedule facilities and set-up, coordinate activities, and so forth.
6. Ability to establish rapport with a variety of people in a very professional and positive manner.
7. Ability to keep all matters regarding students confidential.
8. Ability to use a computer system and software for communicating information by preparing and distributing information.
9. Ability to be flexible to cover student service events.
10. Ability to effectively present information and respond to questions from groups.
11. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and area.
12. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
13. Ability to deal with problems involving several concrete variables in standardized situations.
14. Ability to provide program contracting, student orientation programs, student activities, and so forth.
15. Ability to work effectively with people, specifically a diverse student population, and the over-all campus community.
16. Ability to perform administratively by making decisions, implementing policies, and maintaining a budget.
17. Ability to influence campus activities and events in the direction of increased awareness of diversity, multicultural, health, and gender issues.
18. Ability to maintain working knowledge and conducting research to the field of college student activity programs.
19. Ability to train professional and support staff in the student activities process.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.