

Coordinator, New Student Orientation Programs

Position Summary

The Coordinator, New Student Programs supports the undergraduate enrollment management strategies of the University and the Assistant Director of New Student Programs by developing, planning and participating in pre-enrollment and orientation events for newly admitted students and their families.

Located on 49 acres in downtown Portland, Portland State is Oregon's largest, most diverse, and only public urban university. PSU seeks to meet the needs of its increasingly diverse population (approximately 23% of the 26,500 undergraduate and graduate students are racially/ethnically diverse), through its curriculum, research, and community service activities.

Primary Responsibilities

- Manages the recruitment, selection, and training of the student Orientation Leader team.
- Development and facilitation of family Orientation programming.
- Coordinate New Student Week.
- Collaborate with other members of New Student Programs to provide leadership for recruitment and new student programs.

Minimum Qualifications

- Bachelor's degree plus three years of experience.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office applications, including word processing, spreadsheets, and databases
- Valid driver's license.
- Successful completion of a criminal background check.

Preferred Qualifications

- Master's Degree in higher education administration, counseling, and/or a related field.
- Experience working with diverse students in a college or university setting.
- Demonstrated experience in student leadership development and program planning.

Compensation

The starting annual salary rate for this 12-month full-time position will be \$40,632 and includes an excellent benefits package. Included in the benefits package is: fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or one dependant at any of the Oregon University System schools.

To Apply

Please submit a letter of interest, a resume, and contact information for three references to:

Hillary Paasch, Search Coordinator
hpaasch@pdx.edu
Portland State University
Box 751-ADM
Portland, OR 97207

Correspondence via email is preferred. Applications will be reviewed beginning December 15, 2008 and the position will remain open until finalists are selected.

Portland State University is an Affirmative Action, Equal Opportunity Institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.