

Director for New Student Orientation Programs (S03281P)

Posting Details

Posting Number	S03281P
Position Title	Director for New Student Orientation Programs (S03281P)
Department	Student Orientation
Location	Arlington
Job Family	Student Services
Position Status	Full-time
Work Hours	Standard
Work Schedule	Monday-Friday; 8:00am-5:00pm. Some weekends during peak Orientation seasons (April-August) UTA currently requires periodic COVID-19 testing for all employees
Open to	External and Internal
FLSA	
Salary	Salary is commensurate based on qualifications and relevant experience.
Duration	Funding expected to continue
Pay Basis	Monthly
Benefits Eligible	Yes
Job Summary	Provide leadership and strategic direction for new student orientation programs which serve 9,000+ students annually, including the coordination and execution for sessions serving freshmen, transfer, veteran, international, Spanish-speaking and graduate students. Responsible for daily operations, administration of programs, policies and practices, assessment, budget, training, and supervision of professional and para-professional staff within the department.
Essential Duties and Responsibilities	Plan and execute the orientation programs for entering freshman, transfer, veteran, international, and graduate students including extended orientation camp program (Maventure Camp). Supervise a team of three full-time professionals; two assistant directors and one administrative assistant II providing leadership, guidance, and support while ensuring a productive and efficient work environment. Establish vision, goals, objectives for the growth and enhancement of orientation programs. Conduct ongoing assessment, research, and evaluation of programs and prepare a variety of reports to assess program progress. Manage technology and software applications used for Orientation registration, online orientation modules, and website. Collaborate with campus constituents to enhance orientation programs, ensure accurate reporting of University-wide policies and procedures during orientations, and provide proper support to ensure seamless transition processes for new students. Administrative responsibility for an operational budget of approximately \$1,000,000. Develop and nurture partnerships with financial sponsors for the orientation program. Serve on divisional and university committees, and share in the growth of UTA and the Division of Student Affairs. Performs other duties as assigned.
Required Qualifications	Master's degree. Five (5) years of professional experience working in higher education. Experience with budget management, assessment and supervising full time staff. Experience working with diverse student populations. Must have excellent verbal and written communication skills. Equivalent combination of relevant education and experience may be substituted as appropriate.
Preferred Qualifications	Master's degree or terminal degree in Student Affairs, higher education. Five Plus (5+) years of

experience working with new student orientation.

Working Conditions

Special Conditions for Eligibility

Working Title

EEO Statement UTA is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. Additionally, the University prohibits discrimination in employment on the basis of sexual orientation. A criminal background check will be conducted on finalists. The UTA is a tobacco free campus.

Number of Vacancies 1

Desired Start Date

Open Date

Review Start Date

Open Until Filled

Special Instructions to Applicants Applicants must include in their online resume the following information: 1) Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties and 2) Education: school name, degree type, and major.

Requirement Questions

Required fields are indicated with an asterisk (*).

1. * What is the highest degree you have attained? (Please specify in your resume)
 - Associate's degree
 - Bachelor's degree
 - Master's degree or higher
 - None of the above
2. * What is the highest degree you have attained from an accredited institution? (Please specify in your resume)
 - Associate's degree
 - Bachelor's degree
 - Master's degree or higher
 - None of the above
3. * How many years of experience do you have in budget and financial management?
 - None/less than 3 years
 - 3 to 4 years
 - 5 to 6 years
 - 7 years or more
4. * How many years of experience do you have working in higher education?
 - None/less than 3 years
 - 3 to 4 years
 - 5 to 6 years
 - 7 years or more
5. * How many years of experience do you have working with Orientation programs?
 - None/less than 3 years
 - 3 to 4 years
 - 5 to 6 years
 - 7 years or more

Documents Needed To Apply

Required Documents

1. Resume or CV
2. Cover/Interest Letter

Optional Documents