



## **OPENING:**

### **ASSISTANT DIRECTOR for ORIENTATION**

**Orientation & First-Year Programs - <https://humanresources.umn.edu/jobs> Job ID 319624**

Set on the banks of the Mississippi River and surrounded by a vibrant metropolitan community, the U of M-Twin Cities campus is an excellent place to work. We are a world-class public research university with unparalleled opportunities, dedicated to meeting the challenges of the future with a global workforce. Our faculty, staff and students come from around the world - 140+ countries! According to the U.S. Bureau of Labor, the average stay of employees nationwide is 4 years. At the U of M, employees stay twice as long. They stay because their work matters.

Join our Orientation & First-Year Programs team! 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 that maximize students' potential for personal and academic success.

## **POSITION DESCRIPTION:**

A primary function of OFYP is to implement orientation programs for new students and families. This leadership position will be responsible for the development, coordination, planning, implementation and oversight of transfer student orientation (on-campus and online), parent orientation programs, and will provide primary support of freshman orientation program. This position is required to collaborate across units as well as assist with the management of program changes, communications strategies, system support and student leader supervision. The Assistant Director will serve on a team of 9 full-time, professional staff and many student staff and will report to the Director of Orientation Programs.

## **QUALIFICATIONS:**

### **Essential Qualifications:**

- BA/BS degree and at least four years of relevant work experience.
- Three years of full-time work experience in orientation, transition programs, student success area, or related field.
- Demonstrated ability to communicate effectively both orally and in writing.
- Commitment to diversity and inclusive excellence.
- Willing and able to work evening and weekend hours.

### **Preferred Qualifications:**

- Master's degree in Higher Education, College Student Personnel, or other related areas.
- Three years of experience with orientation programming.
- Previous experience working with the transfer student population, parent/family populations, or other populations where experiences and skills could be transferred.
- Previous experience managing and implementing program content and logistics.

- 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.
- Flexible and adaptable to change.
- Collaborative and diplomatic relationship style; able to promote respect and practice of civility and inclusivity in the workplace.

**DUTIES & RESPONSIBILITIES:**

- 1) Assist with the implementation of all Orientation Programs (30%)
- 2) Oversee the Planning & Implementation of Transfer Student Orientation (30%)
- 3) Oversee the planning and implementation of Parent/Family Orientation (30%)
- 4) Supervision & Training (10%)
- 5) Provide support and assistance to any and all OFYP functions and programs as needed. Other duties as assigned to be determined.

**TIMELINE**

Application review will begin September 15th. Anticipated start day, December 1, 2017.

**APPOINTMENT & COMPENSATION:**

This position has the Academic Professional and Administrative (P&A) classification in the Student Services Job Family Professional 3, 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.

**SALARY:** Salary range for Student Services Professional 3: \$44,000 - \$48,000

**TO APPLY:**

Submit a cover letter which expresses your interest in and qualifications for the position along with your current resume and names and contact information of three professional references. Use the link provided here to apply.

[z.umn.edu/ofypposition](http://z.umn.edu/ofypposition)

*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.*

## **Orientation & First-Year Programs**

**OFFICE OF UNDERGRADUATE EDUCATION**