

### **PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Director of Orientation and Transitional Programs  
**Division:** Academic and Student Affairs  
**Department:** Orientation and Transitional Programs  
**Location:** Office on Gorham campus with expectation of work/service on all three campuses as needed  
**Schedule:** M-F 8:00 a.m. – 4:30 p.m., with nights and weekends as required  
**Reports to:** Assistant Provost for Academic Affairs

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**STATEMENT OF THE JOB:** The Director of Orientation and Transitional Programs will be responsible for Orientation that assists the institution in achieving its goal of creating shared experiences that will inspire new students at USM to connect and thrive. Special emphasis of this work is that all entering students will experience a seamless transition and become engaged community members. The Director will create, plan and oversee the implementation of all orientation programs such as New Student/Parent and Transfer Orientations, working with USM staff, will coordinate student programming to address 1<sup>st</sup>-2<sup>nd</sup> and 2<sup>nd</sup>-3<sup>rd</sup> year transitions. The director will work with other University departments to ensure continuity and synergy among all programs for new students.

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#### **ESSENTIAL FUNCTIONS:**

- Evaluate all programs and activities to determine their effectiveness as they relate to student learning outcomes, as well as general student and parent satisfaction. Report findings and incorporate information in planning activities to improve existing programs and enhance success of new ones. Focusing on the 1<sup>st</sup>-2<sup>nd</sup> and 2<sup>nd</sup>-3<sup>rd</sup> Year transitions.
- Work with the Office of Institutional Research to design matrices that gather essential information about new students to be used as needed to target specific populations and enhance the effectiveness of recruiting, teaching and program development activities.
- Work with University stakeholders to develop publications and coordinate communication for *New Student Orientation*.
- Supervise departmental staff.
- Serve on a variety of University committees as requested to represent the interests of the Enrollment Management and Student Affairs office and build relationships with faculty, students and other University staff.
- Develop, plan, implement and assess all new and transfer undergraduate student orientation programs working collaboratively with academic affairs, student affairs and, student development and engagement.
- Provide outreach to the community and foster collaboration that will enhance the town and gown relationship. Work collaboratively with faculty, staff, and students.
- Develop, maintain and assess an Online Orientation program for students unable to attend orientation in person.

- Administer the annual budget(s) ensuring that expenses do not exceed revenues.
- Train staff, faculty and students, as appropriate, as orientation leaders.
- Oversee the development of publications to market and recruit prospective students into the New Student Orientation programs.
- Oversee the development and maintenance of the New Student Orientation website, the Parent website, and the Online Orientation program.
- Build and implement summer bridge programs for targeted student populations in concert with institutional needs and priorities.
- Select, train and mentor New Student Orientation Leaders and peer mentors for new students.

#### **SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

- Oversee, develop, plan, implement and assess all new and transfer undergraduate student orientation programs working collaboratively with academic affairs, student affairs and, student development and engagement.
  - Evaluate all programs and activities to determine their effectiveness as they relate to student learning outcomes, as well as general student and parent satisfaction. Report findings and incorporate information in planning activities to improve existing programs and enhance success of new ones.
  - Work with the Office of Institutional Research to design matrices that gather essential information about new students to be used as needed to target specific populations and enhance the effectiveness of recruiting, teaching and program development activities.
  - Coordinate programming efforts designed to assist students in their university transition for the first two years. Developing outreach efforts targeting commuter population.
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#### **SUPERVISORY RESPONSIBILITIES:**

- Coordinator of Orientation and Programming
- Administrative Assistant (shared supervision with Dean of Students)
- Graduate Assistants
- Student workers (New Student Orientation Leaders)

#### **BUDGET RESPONSIBILITIES:**

- Administer the annual budget(s) ensuring that expenses do not exceed revenues.

#### **PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:**

- NODA – National Orientation Directors Association
- NASPA – National Association of Student Personnel Administrators
- FYE – First Year Experience
- Corporate Partners

#### **INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** Academic Deans and Chairs, Admissions, Student Financial Services, Student Affairs staff members, Registration and Scheduling Services, Athletics, Veteran Services,

International Student Services, Honors Program, Dining Services, Community Engagement, University Police.

**External:** Corporate Partners as identified by University Foundation.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Display a commitment to undergraduate and/or graduate education;
  - Possess communication and interpersonal skills sufficient to work effectively with diverse array of students and staff
  - Possess a sufficient understanding of appropriate student development theory and best practices related to orientation and commuter student development/transition.
  - Knowledge around web design (CMS).
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**QUALIFICATIONS:**

**Required:**

- Master's degree in Higher Education, demonstrated experience in counseling, advising, or a student related area.
  - A minimum of 3 years of progressively more responsible management experience and demonstrated leadership.
  - Knowledge of student development and student learning theories, strong organizational and administrative skills, strong interpersonal communication skills, excellent written and verbal communication skills, team building skills, the ability to build positive and effective relationships across the campus and community, a strong commitment to diversity, ability to work independently with minimal supervision, ability to manage multiple tasks, ability to work evenings and weekends as needed, and ability to provide exemplary customer service.
  - The candidate must also have excellent supervisory and personnel management skills, a strong work ethic, evidence of good judgment, attention to details, ability to maintain confidentiality, and demonstrable personal integrity.
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**For Human Resources Use**

**Date Approved: 6/2017**

**Date Revised: 8/2021**

**Job Family: 18**

**Salary Band: 06**

**Unit: Non-Rep**

**CUPA code:**

**Employee:**

**Position #: 00020936**