

Black Hawk College, Moline, IL

Please see the following job posting for Orientation Coordinator at Black Hawk College in Moline, IL.

<https://jobs.bhc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1266430760027> (click on staff positions)

Black Hawk College is two-year community college with an established orientation program (since 2007). Orientations are offered year round to local high schools, new students and adults students; additional specialized orientations are offered as needed. Other responsibilities will include facilitating our Student Ambassador program, continually updating the online orientation (www.bhc.edu/roadmap), and initiating programs as needed with an eye toward retention.

If you have any questions, please let me know. This is a great, creative position with a very supportive staff.

Mary Palomaki

Educational Advisor
Black Hawk College

Kenyon College, Gambier, OH

Director of Student Activities and Greek Life

Kenyon College seeks applications for a Director of Student Activities and Greek Life. This is a full time position that includes a generous benefits package.

The Director is the member of the Student Affairs staff concerned primarily with the Greek community as well as the social and cultural aspects of Kenyon students' co-curricular experience. Areas of specific responsibility include Greek Life advising, supervision of three staff members, general student affairs administration, and student organization support. The successful candidate will have the ability to facilitate the day-to-day progress as well as to envision and inspire others to see the greater role that Student Activities and Greek Life can play in student learning at a selective, liberal arts institution. In cooperation with the other Student Affairs staff members, the Director shares an appreciation for diversity and cultural events and an awareness of and concern for all aspects of each student's academic, residential and co-curricular life. The position includes evening and weekend responsibilities.

Minimum Qualifications: The Director of Student Activities and Greek Life must have an appreciation for the value of a residential, liberal arts education and should possess strong leadership skills, energy, appreciation for diversity, and enthusiasm.

The following qualifications are also essential:

- Sensitivity to the academic and personal needs of young adults
- Ability and willingness to work with faculty, student affairs staff, community members, campus administrators, and agencies
- Demonstrated strong ability in oral and written communication
- Proven ability to do long and short range planning and to develop budgets to meet the goals identified through the planning process
- Experience working with student activities programs is important, as are strong skills in organization, communication, and creativity.

A Master's degree and 5-7 years prior student activities experience are very highly preferred.

Review of applications will begin immediately and continue until the position is filled.

To apply visit:

<https://employment.kenyon.edu/applicants/Central?quickFind=50503>

<employment.kenyon.edu/applicants/Central?quickFind=50503>

Suffolk University, Boston, MA

Position Title: Assistant Director of Orientation and New Student Programs

Department: Student Leadership & Involvement

Position Type: Administrative

Position Schedule: Full Time

Faculty Tenure Status: Not Applicable

Qualifications:

Master's degree in Student Personnel, Counseling, Higher Education Administration or related field is required.

Two to four years of previous professional experience in orientation and new student Programs, new student orientation, academic advising, student affairs or related fields.

Understanding of philosophy, role, and purpose of orientation and new student programs.

Demonstrated ability to articulate a student development philosophy within higher education.

Demonstrated leadership, organization, management, and platform skills; including an ability to oversee a wide variety of activities.

Demonstrated experience in program development, implementation, and assessment. Experience working with commuter based populations is expected.

Demonstrated personal skills including strong oral and written communications, attention to detail and ability to work independently.

Strong professional and ethical standards on which to serve as role model to a diverse student constituency. Ability to build working relationships with students, faculty and staff.

Ability to maintain flexibility and work well in a fast paced environment, including ability to work nights and weekends as necessary.

Hours: Standard hours are Full-time, Monday - Friday, 8:45am - 4:45pm

Position Summary:

The Assistant Director for Orientation & New Student Programs will implement and support all new student programs initiatives including first-year and transfer student orientation, the first-year experience seminar program (SU101), sophomore programs, opening week activities, and Family Weekend. Additional responsibilities include

outreach to new students, particularly focusing on engaging second-semester students, sophomores, and enhancing the use of technology to support the mission and goals of the department.

Required Applicant Documents: Resume, Cover Letter

The University of Central Oklahoma

<https://jobs.uco.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1265989076398>

Assistant Director Campus Activities & Events

Manages the daily operation, as well as the ongoing review and evaluation of area services. Supervises office personnel. Participates in planning office operations, assisting with budget preparation, and leading the department in the absence of the Director. Assists with professional responsibilities. Assists in fiscal management and handling confidential matters with discretion. Assists the Director in developing and administering policies and procedures. May assist with interviewing, hiring, and terminating of support staff and student workers.

Assists the Director of Campus Activities & Events in managing the operation of the Office of Campus Activities and Events.

Assists the Director in the supervision of support staff and student workers.

Assists the Director in setting both annual and long term goals and objectives for the department in alignment with the mission of the University and the Division of Student Affairs.

Directly coordinates and implements all aspects and events of Homecoming. This includes, but is not limited to: advising the Homecoming Activities Board (HAB), coordinating the Homecoming parade, and coordinating arrangements with the Alumni Association and with the Athletic Department staff.

Serves as the advisor of the Student Programming Board and assists with the planning, promotion and execution of Student Programming Board events. As advisor, works to develop leadership and learning for the Student Programming Board members.

Serves as the advisor to WinterGlow, working with the City of Edmond, campus entities and the students of the WinterGlow planning committee.

Will support all events sponsored by Campus Activities and Events, including, but not limited to: New Student Orientation and Homecoming.

Will be directly responsible for oversight and management of SAF budgets.

Will work some evenings and weekends.

Performs other related duties as assigned.

The duties listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Required: Bachelor's degree. Minimum of two years experience in developing and implementing campus programs, advising students, budget management and leadership development.

Preferred: Master's degree. Supervisory experience.

Excellent oral and written communication, interpersonal, human relations, public relations, and organizational skills. Computer proficiency preferably in Microsoft Office. Ability to work independently, handle multiple tasks simultaneously, and interact professionally with all segments of the University community. Good supervisory, report preparation and project management skills. Accounting and budgeting skills. Ability to maintain confidentiality. Ability to hire and supervise employees. Ability to make policy and procedure decisions. Must be detail-oriented.

Kay Robinson
Director, Campus Activities and Events
The University of Central Oklahoma
405.974.2363 (p)
405.974.3810 (f)
krobinson21@uco.edu

POSITION ANNOUNCEMENT
Division of Academic Affairs
Department of Recruitment and Outreach

- Position: Assistant Director, Unspecified
- Working Title: Director, Campus Recruitment Programs and Visitor Services
- Appointment Type: Academic Staff, Full-time, 12 Month Probationary Appointment
- Starting Date: Desired starting date: April 1, 2010
- Responsibilities: As a member of the University of Wisconsin-Milwaukee, Department of Recruitment and Outreach staff, this individual provides leadership and direction of UWM visit programs and services targeting prospective students and families, and advises and coordinates campus-wide recruitment efforts as part of overall recruitment and outreach goals and initiatives conducted by the UWM Department of Recruitment and Outreach. Responsibilities include effective coordination, delivery, ongoing development and assessment of existing and new visit programs and services, development, implementation, management and oversight of a newly acquired client management system, intercampus recruitment liaison efforts, staff supervision and development, and resource management. The incumbent serves on the Departmental leadership team and other campus teams addressing enrollment management and related issues, and represents the Department and/or Executive Director of Recruitment and Outreach as appropriate. The position reports to the Executive Director.
- Qualifications: Master's degree, minimum 4 years professional experience, including experience coordinating programs and/or services and giving public presentations required. Experience supervising professional staff/employees also required, progressive experience desirable. Experience working with client relation management systems or other student communication or tracking systems strongly preferred. Preference also given to candidates with professional experience working in a post secondary educational setting. Recruitment/admissions experience a plus, knowledge of recruitment/admissions best practices and national trends in higher education desirable.
- Salary/Pay Basis: Full-time position with a 12 month probationary renewable contract. Salary will be commensurate with experience within the UWM academic staff salary structure. Salary Range 6, \$53,249-66,561, depending on experience. Excellent fringe benefits.
- Application Deadline: March 1, 2010
- Application Procedure: Persons interested in being considered for this position must apply through the University of Wisconsin-Milwaukee Employment Site at: www.jobs.uwm.edu/applicants/Central?quickFind=51237. Completed application materials must include a letter of application addressing educational and professional level work experience and knowledge as it relates to all required and preferred qualifications as listed above, a professional resume; and the names and contact information for three professional references. All application materials will be further evaluated as evidence of excellent written communication skills. Candidates chosen for an interview will be required to submit official college transcripts.

UWM is an AA/EEO Employer. The names of nominees and applicants who have not requested that their identities be withheld and the names of all finalists will be released upon request.

For the UWM Campus Security Report and Policy please see <http://www.cleryact.uwm.edu> or call the Office of Student Life at 414-229-4632.

All finalists for this position will require a criminal records review consistent with the Wisconsin Fair Employment Act.