

ORIENTATION PROGRAMS COORDINATOR

Position Announcement

Office of the Dean of Undergraduate Students
Princeton University

Summary Announcement

Princeton University's Office of the Dean of Undergraduate Students (ODUS) seeks a creative, collaborative, and enthusiastic candidate to serve as the Orientation Programs Coordinator. This position provides an opportunity to build and create a program that impacts incoming students and provides a foundation as they transition to being a Princetonian.

Position Description

The program coordinator will provide administrative and logistics support for the overall Orientation program, as well as for the Community Action (CA) and Outdoor Action (OA) programs that are embedded in this experience. This position will work with the Department of Athletics to develop an on-campus Orientation program for first year Fall sport student-athletes. This position is 100% duty time for 11 months per year.

Summary of Duties and Responsibilities

- Assists in developing and coordinating an enhanced Freshman Orientation program. In coordination with campus partners, develop comprehensive orientation calendar.
- Assist in identifying and developing a training program for student leaders. Coordinate training schedules and venues in collaboration with campus partners. Provide support in all areas of training and equipment needs for orientation programs.
- Serves as primary advisor to student orientation committee. Work with student committee in developing welcome week and fall activities for freshmen. Communicate and market events in coordination and collaboration with student leaders and organizations.
- Assist in developing and maintaining overall orientation budget in accordance with University financial policies.
- Assist in communication of orientation calendar and information via website and through social media. Develop social media plan to communicate with incoming class about activities and Princeton traditions.
- Develop and manage online system for registration and participant information of freshmen and student leaders. Provide reports on participants and applicants.

- Develop orientation surveys and facilitate focus groups to ensure all participants have opportunity to provide feedback. Evaluate and maintain data and provide reports as needed.
 - Other duties as assigned.
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Essential Qualifications

- Minimum of a Bachelor's degree, with 1 - 3years of experience working with undergraduates.
- Experience working with community-focused programs and/or student-focused programs.
- Experience in administrative and logistical support of a program or unit.
- Experience in training.
- Ability to develop and maintain relationships and work collaboratively with a variety of stakeholders, ranging from undergraduate students and their families, to community partners representing a wide range of needs, to University staff and senior administration.
- Ability to work with, and as appropriate, supervise student leaders, student volunteers, student staff.
- Strong organizational skills, with the ability to manage multiple projects and tasks at the same time.
- Excellent judgment and a high degree of discretion in handling sensitive matters.
- Excellent verbal and writing skills.
- Ability to work evenings and weekend hours.

The final candidate will be required to complete a background check successfully.

Preferred Qualifications

- Experience and working knowledge of information management software and programs
- Ability to develop websites

Directory Title

- Orientation Programs Coordinator

Department

- Dean of Undergraduate Students - 50300

Requisition Number

- 1500911

Job Function

- Administrative or Professional

Grade

- ADM 020

Full-time/Part-time

- Full Time

Work Schedule, if other than standard hours

- Some evenings and weekends will be required.

Eligible for Overtime

- No

Benefits Eligible

- Yes

Education Required

- Bachelor's Degree

Application Deadline

- Open Until Filled or See Position Summary.

Instructions for Applying

- Complete the [online application](#) and click "Apply to this Posting" at the top of the posting details page.

Documents which can be associated with this posting

- Resume/CV
- Cover Letter

Proposed Start Date

- 01-04-2016

EEO Statement

- Princeton University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.