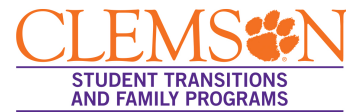


Director of Orientation Programs

Student Transitions and Family Programs

Division of Student Affairs



General Summary/Job Purpose: Manages all facets of a comprehensive orientation for all undergraduate and graduate students (6500/yr). In collaboration with Undergraduate Studies, the Graduate School, and numerous campus entities, this position is responsible for the creation, implementation, execution, and assessment of programs supporting a seamless, successful transition to the University.

Minimum Requirements:

Bachelor's degree and experience in student services programs.

Preferred Requirements:

Education: Master's Degree - Master's degree in higher education, student affairs, or related discipline

Licenses - Valid drivers license with acceptable driving record

Experience: Three or more years in higher education setting

Job posting and application submission:

Job ID: 103327

Application Deadline: August 27, 2018

For further questions/inquiries:

DeOnte Brown

Director of Retention Programs

deonteb@clemsn.edu

Jeffrey Brown

Associate Dean of Students

brownj@clemsn.edu

Job Functions	Essential/ Marginal	Percentage of Time
<p>Program Planning and Implementation Serve as the lead program administrator for undergraduate summer and winter orientation programs for new freshmen and transfer students. Serve as the lead program administrator for University-wide graduate orientation programs for all new graduate students on main Clemson campus and state-wide innovation campuses. Supervises the Coordinator of Orientation programs providing regular support, guidance, training and feedback. Collaborates and directs campus and community partners that have roles with any program. Oversees the creation and production of all program publications. Oversees the reservation, customer service and communication (inc. emergency) processes.</p>	E	45%
<p>Strategic Planning, Development and Assessment Initiatives Initiates, develops and maintains positive relations with on and off-campus partners providing resources and services to new students. Serves as the lead planner in assessing the needs of new students and implementing plans into current and new programs. Conducts annual assessment on all programs and makes recommendations to departments and campus staff and partners. Leads and conducts a program review of all programs every 5 years utilizing professional standards and engaging internal and external staff/partners. Provide training and development to campus partners. Chair the Strategic Partners Advisory Group.</p>	E	25%
<p>Student Leadership and Extended Orientation Create, plan, and implement New Student Convocation for all new undergraduate students during the extended orientation program. Work closely with Undergraduate Studies staff to ensure a quality program meeting the academic needs of all new students and campus. Oversee and supervise the Associate Director for Student Leadership assure a quality Orientation Ambassador and Welcome Leaders staff. Provide regular training, support and feedback to the Associate Director. Assist in the logistics of Welcome Groups working closely with CCIT, housing/dining, and other staff. Assist with creation and planning of all extended orientation programs.</p>	E	15%
<p>Financial Management Oversee the orientation programs budget including the tracking of revenue and expenditures. Assure compliance with all fiscal and procurement policies. Assist in the development of a comprehensive departmental budget. Coordinate and administer all aspects of the department sponsorship program.</p>	E	15%