

JOB INFORMATION

Effective Date	5/3/2022
Job Code:	2660
Job Title:	Director - Orientation and New Student Programs
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Director of Orientation and New Student programs develops, plans, implements and oversees the delivery of orientation services and programs for new freshman, transfer, graduate and international students. Creates and develops outreach for parents and families of newly admitted students. Oversees, develops and implements a year-long comprehensive new student outreach program that guides freshman, transfer and international students through their first year on campus to increase retention.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Student Personnel, Higher and Post Secondary Education or related area.	Required	
Doctoral Degree	Student Personnel or Higher and Postsecondary Education.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum five years of full-time experience in New Student Programs, Student Activities, Admissions, Recruitment, or Enrollment services in a college or university setting.	Required	
Less than 3 yrs	Experience supervising full-time employees.	Required	
Progressive	Five years of full time experience working with enrollment management and retention programs. Experience supervising at least 2 full-time employees.	Preferred	
Less than 3 yrs	Experience supervising at least 2 full-time employees.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of principles and practices in higher and postsecondary education in relation to student transition.	Proficient
• Knowledge of higher education assessment practices and interpretation.	Proficient
• Knowledge of all federal regulations in higher education.	Proficient
• Skills in MS Office, specifically, Word, Excel and PowerPoint.	Proficient
• Skills in utilizing Blackboard and PeopleSoft.	Skilled
• Skills in desktop publication.	Skilled
• Ability to manage a complex budget and to lead, oversee and supervise work of others.	Proficient
• Ability to examine enrollment targets and interpret it into strategic solutions for department.	Proficient
• Ability to create campus wide relationships and navigate political complexities.	Proficient
• Skills in communication (written, interpersonal, inclusive and public speaking).	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Develops, oversees and implements all annual and on-going, new student transition programs in the Division of Student Affairs. Oversees orientation programs several times a year, including freshman student orientations, transfer student orientations, graduate student orientations and international student orientations.	20%
• Works with UHCL Strategic Enrollment Management and Institutional Effectiveness in campus assessment efforts to assess the effectiveness of new student transition programs and orientation as it relates to retention, enrollment, early alert and co-curricular development of our students. Develops and implements new student/first semester/first year retention programming, including possible grant-funded opportunities.	10%
• Develops and implements strategic plans in partnership with Strategic Enrollment Management for continuous improvement of student service delivery and monitors student attendance at orientation programs.	10%
• Establishes and manages annual budget for new student orientation and parent outreach programs while ensuring compliance with all university fiscal policies.	10%
• Responsible for hiring, development, training and evaluating assistant director(s), coordinator(s), administrative assistant and student staff.	20%
• Directs and oversees business process documentation including training documents and policy manuals, establishing and implementing new procedures as needed.	10%
• Coordinates and develops graduate student orientation programs with various colleges at the university.	5%
• Partners with Strategic Enrollment Management to develop strategy to ensure high student engagement from admission to enrollment as well as increase retention from first to second year.	10%
• Performs related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes

Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

