



Michigan Technological University

Waino Wahtera Center
for Student Success

Program Coordinator

Orientation Executive Staff Position Description

Position Details

Position Title:	Program Coordinator, Orientation Executive Staff (PC-OES)
Department:	Waino Wahtera Center for Student Success
Position Type:	Student Staff
Hours:	5 - 10 hours per week (Fall Semester) 15 - 20 hours per week (Spring Semester) 40 hours per week (After the End of the Spring Semester) 5-10 hours total (The following Fall Semester)
Pay Type:	Hourly Rate
Hourly Rate:	Negotiable based on experience
Supervisor:	Assistant Director of Waino Wahtera Center for Student
Dates:	Midyear Orientation: 1/5/2026 Summer Session 1: 5/31/2026- 6/1/2026 Summer Session 2: 6/7/2026- 6/8/2026 Summer Session 3: 6/12/2026- 6/13/2026 Summer Session 4: 6/19/2026- 6/20/2026 SSA/SSRA training: 5/11/2026-5/13/2026 OTL Training Week: 8/17/2026-8/21/2026 Move-in and O-Week: 8/24/2026-8/29/2026

Job Description Summary

The Program Coordinator- Orientation Executive Staff (PC-OES) is an integral part of the Waino Wahtera Center for Student Success. PC-OES is the lead for creating orientation programming for all the sessions of orientations at Michigan Tech. They will help with hiring the Orientation Staff (which includes OTLs, Summer Ambassadors, and Summer Residential Assistants). The PC-OES will work closely with the members of the OES team to train and supervise 70-80 Orientation Team Leaders (OTL) and 20-30 Summer Session Ambassadors and Resident Assistants.

Essential Duties and Responsibilities

The Program Coordinator Orientation Executive Staff will share the following responsibilities:

- Collaborate with the Assistant Director and OES to plan and implement all aspects of Orientation and associated outreach activities (see individual descriptions below for details).

- Review Orientation feedback results; identify areas of success and growth, and make recommendations for program improvements.
- Serve on the selection committee for Wahtera Center Student Employees, reviewing applications, assisting in the planning and delivery of information sessions, group process, individual interviews, and offer letters.
- Serve as a leader, role model, and co-supervisor to the Orientation Staff Members.
- Assist in planning and delivering Training Modules on Canvas.
- Assist in updating the Task List with current dates and assignments.
- Assist the Assistant Director with planning and implementing the mid-year orientation.
- Work with the Assistant Director and OES to implement the new student check-in process.
- Answer the orientation@mtu.edu email account and provide office assistance as needed.
- Perform other duties as assigned.

Required Experience (minimum requirements)

- A minimum of one year of experience as an Orientation Executive Staff or similar position is required.
- Must be enrolled as a full-time student for the duration of appointment (Fall 2025 through Fall 2026)
- Maintain a 2.75 minimum grade point average and be free (and remain free) of University disciplinary sanctions for the duration of appointment.
- Must have satisfactory academic progress towards their degree.

Required Knowledge, Skills, and/or Abilities (minimum requirements)

- Demonstrated understanding of the purpose of Orientation and the desire to support new students' transition to college.
- Positive attitude, strong motivation, high integrity, and ability to represent Michigan Tech professionally.
- Strong leadership, mentoring, role modeling, and the ability to hold peers accountable.
- Demonstrated ability to use good judgment when dealing with confidential, sensitive, or critical information.
- Ability to exercise sound judgment, make informed decisions, and actively solve problems.
- Ability to manage multiple projects simultaneously without loss of quality or accuracy.
- Strong personal wellness, including the ability to effectively manage time and stress, prioritize, and meet deadlines.
- Strong organizational skills and the ability to work with accuracy and attention to

detail.

- Excellent interpersonal and customer service skills.
- Ability to communicate and collaborate effectively across multiple and diverse constituencies (students, faculty, staff, etc.).
- Ability to seek, receive, and use feedback for the improvement of both oneself and orientation programs.
- Computer proficiency, including Google Applications (Docs, Sheets, Calendar, Forms, etc.) and Microsoft Office (Word, Excel, Access, etc.).
- Other duties as assigned by the Assistant Director of the Waino Wahtera Center or the Assistant Dean of Student Success

Work Environment and/or Physical Demands

- The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job.
- The position requires a valid driver's license for van certification.
- The position often involves moving supplies (check-in packets, T-shirts, and other materials) and setting up (arranging tables and chairs) for events.
- The position involves a considerable amount of walking/travel across campus.

Required University Training

- Employee Safety Overview (online)
- Anti-harassment, Discrimination, and Retaliation Training (online)
- FERPA (Canvas)
- MHFA (strongly encouraged)
- SAA Student Employee Training
- Van certification
- Other as assigned

References:

Two professional letters of reference are required.

- At least one campus faculty or staff member.

Required Applicant Documents:

- Resume
- Cover Letter

Additional Position Description:

The Programming Coordinator will serve as the leader for the following responsibilities:

"Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities."

- Develop and coordinate Orientation programming, which may include but is not limited to the following:
 - Evening activities during the summer sessions
 - Optional events throughout move-in weekend and Orientation Week.
 - A Taste of Tech Traditions (In conjunction with the Tech Traditions Committee.)
- Will work in collaboration with L-OES to plan and execute the University Welcome.
- Recruit RSOs to provide events and programming throughout the O-Week
- Collaborate with vendors to ensure timely contract execution and equipment delivery.
- Collaborate with campus departments and student organizations to support sponsored programming.
- Collaborate with SLI to make sure risk management plans are updated and current.
- Will collaborate with Logistics to make sure table, chair, and space reservations are completed.
- Will collaborate with SLI to ensure Givepulse is set up and that volunteers receive hours for move-in and orientation.
- Will collaborate with Communication and Lead OES to answer the orientation email
- Establish a strong working relationship and collaborate with several campus departments and organizations
 - (Grounds, Student Leadership and Involvement, Van Pelt and Opie Library , Rozsa Center, Transportation Services, Outdoor Adventure Program, Wellness, SLS, IRHC, and USG).

OES Expectations Contract

Orientation Executive Staff will:

1. Review Predecessor Report within two weeks of starting the position.
2. Review the previous Orientation Feedback within three weeks of starting the position.
3. Attend weekly check-in meetings with OES and professional staff. If you will be absent, please contact your supervisor in advance.
4. Abide by the dress code while in the office or when meeting with orientation stakeholders. At times, a more casual dress code is appropriate, and this will be communicated to OES when permitted (e.g., moving equipment/supplies, participating in outdoor activities, etc.).
5. Abide by the expected work hours outlined in the job description. This includes remote work conducted outside the physical office.
6. Abide by communication expectations with OES, Orientation Staff, professional staff, and other orientation stakeholders.
 - a. OES should choose one consistent form of communication that works for all OES, Orientation Staff, and professional staff members (Discord, Google Workspace, etc).
 - b. OES should respond to communication in a timely manner (24-48 hours during business days)
 - c. OES will communicate professionally with OES, Orientation Staff, professional staff, volunteers, and other orientation stakeholders
7. Abide by the chosen task-management system chosen by professional staff. This document outlines due dates, assigns responsibilities for specific tasks, and lists any necessary templates.
 - a. You are expected to adhere to the deadlines set in the task management system.
8. Attend professional development sessions selected by professional staff
 - a. Office Etiquette & Structure of Student Affairs
 - b. Conflict Management
 - c. Addressing Burnout
 - d. Any Student Affairs Student Training modules (ex, FERPA, Safety, etc.)

Failure to abide by the above expectations will result in the following consequences:

If an OES member has multiple first offenses for not meeting multiple expectations, the Assistant Director and Assistant Dean reserve the right to move forward with second, third, or fourth offense consequences.

- First offense: Verbal discussion with supervisor (this may also include Lead OES when appropriate) to alert OES member about what expectation wasn't met and that another offense would result in a written warning
- Second offense: Written warning emailed to OES member from the Assistant Director, CC'ing the Assistant Dean
- Third offense: Meeting with the Assistant Dean to discuss concerns, other consequences may be discussed during this meeting, and at the discretion of the Assistant Dean.
- Fourth offense: Removal from position