



Michigan Technological University

Waino Wahtera Center for Student Success

Logistics Coordinator

Orientation Executive Staff Position Description

Position Details

Position Title	Logistics Coordinator- Orientation Executive Staff (LC-OES)
Department	Waino Wahtera Center for Student Success
Position Type	Student Staff
Hours	5 - 10 hours per week (Spring Semester 2024) 20-40 hours per week (May - June 9, 2024) 40 hours per week (June 10- August 1, 2024) 40 – 60 hours per week (August 2024) 5-10 hours total (September 2024)
Pay Type	Hourly Rate or Internship Credit & Stipend
Hourly Rate	\$15.00 per hour/15.50 returning
Supervisors	Assistant Director of Orientation and Transition Programs and the Lead Orientation Executive Staff Member

Job Description Summary

The Logistics Coordinator- Orientation Executive Staff (LC-OES) is an integral part of the Waino Wahtera Center for Student Success. LC-OES is the lead for the creation of O-Week Teams, vehicle and room reservations, and the production of the University Welcome for Orientation at Michigan Tech. They will assist with the hiring of the Orientation Team Leaders. They will work closely with the other members of the OES team to train, and supervise 60-70 Orientation Team Leader (OTL) staff.

Essential Duties and Responsibilities

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

- Plan and implement all aspects of Fall 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, and assisting in the planning and delivery of information sessions, group process, individual interviews, and offer letters.
- Serve as a leader, role model, and supervisor to the Orientation Team Leaders.
- Assist in planning and delivering OTL Spring Training and Summer Training Modules on Canvas.
- Assist the Assistant Director of Orientation and Transition Programs with the planning and implementation of mid-year orientation.
- Work with the Assistant Director of Orientation and Transition Programs to implement the new student check-in process.
- Answer the orientation@mtu.edu email account and provide office assistance as needed (answering phones, walk-in customer service, etc.)
- 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 (Spring and Fall 2024)
- Maintain a 2.75 minimum grade point average and be free (and remain free) of University disciplinary sanctions.
- 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 good 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 Orientation and Transition Programs or the Director of the Wahtera Center.

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, tee shirts, supplies, etc.) and setting up (moving 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)
- Safe Place (Center for Diversity and Inclusion)
- MHFA (strongly encouraged)
- SAA Student Employee Training
- Van certification
- Other as assigned

References:

2 professional letters of reference are required.

- At least one campus faculty or staff member.

Required Applicant Documents:

- Resume
- Cover Letter

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

- Maintain and/or create orientation rosters and lists (commuters, transfers, new students) and distribute them as necessary.
- Coordinate all OTL and team assignments with an emphasis on academic programs.
- Coordinate, reserve, and assign all rooms for training and Orientation Week, manage confirmations and walk-throughs, and any necessary building or event signage.
- Collaborate and communicate with all Orientation constituents (faculty, staff, student leaders, offices, etc.) on program development, technical and A/V needs, program logistics, room reservations, and any other needs.
- Coordinate transportation for the OTL Training week, O-Week, and Move-in (Minivans, golf carts)
- Coordinate all OTL and Orientation Executive Staff shift assignments for Orientation week.
- Create, maintain, and distribute documents for room usage, advising meetings, registration, departmental introductions, OTL shifts, and volunteers.
- Evaluate and coordinate campus resource tour content and routes, including correspondence with participating individuals and departments.

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- LC-OES will collaborate with the L-OES to ensure that all rooms are booked, set up, and ready for OTL Training Week, & O-Week. This includes but is not limited to Graduate Orientation, Athlete Orientation, Support Pack Orientation, OTL Staff Meeting Rooms, OTL Team Meeting Rooms, Advisor/Department Meeting Rooms, etc.
- Collaborate with the Assistant Director of Orientation and Transition Programs to manage the orientation timeline.
- Create and maintain all databases detailing orientation logistics.
- Establish a strong working relationship and collaborate with several campus departments including Facilities Management Registrar's Office, Auxiliary Services, Athletics, and Residence Education and Housing Services.

Contact us at (906) 487-3558 or success@mtu.edu with any questions.