



Michigan Technological University

## Waino Wahtera Center for Student Success

### Training Coordinator- Orientation Executive Staff Position Description

#### Position Details

<b>Position Title</b>	Training Coordinator- Orientation Executive Staff (TC-OES)
<b>Department</b>	Waino Wahtera Center for Student Success
<b>Position Type</b>	Student Staff
<b>Hours</b>	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)
<b>Pay Type</b>	Hourly Rate or Internship Credit & Stipend
<b>Hourly Rate</b>	\$15.00 per hour/15.50 returning
<b>Supervisors</b>	Assistant Director of Orientation and Transition Programs and the Lead Orientation Executive Staff Member

#### Job Description Summary

The Training Coordinator- Orientation Executive Staff (TC-OES) is an integral part of the Waino Wahtera Center for Student Success. TC-OES is the lead for the creation of the training for all Orientation Team Leaders that will work with the incoming class 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 Training 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

"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."

**References:**

2 professional letters of reference are required.

- At least one campus faculty or staff member.

**Required Applicant Documents:**

- Resume
- Cover Letter

**The Training Coordinator will serve as the leader for the following responsibilities:**

- Review existing orientation training feedback related to spring training, summer modules, and fall training, and make recommendations for improvement of the program.
- Collaborate with the Assistant Director of Orientation and Transition Programs to develop and execute specific training outcomes and curricula.
- L-OES will collaborate with the Training Coordinator to ensure that the fall meeting is planned, communicated, and all presenters are invited to attend before O-Week.
- Ensure that all training content is consistent throughout the process and addresses the identified outcomes.
- Collaborate with the Assistant Director of Orientation and Transition Programs in planning and implementing OTL training, including the development of the summer modules, retreat, training manual, schedule, presentations, and activities.
- Coordinate summer OTL responsibilities, holding them accountable.
- Establish a strong working relationship and collaborate with several campus departments including, the Center for Diversity and Inclusion, Title IX, and Residence Education and Housing Services.