Orientation Executive Staff Position Description

Position Details

Position Title: Orientation Executive Staff (4 positions total)
Logistics Coordinator, Training Coordinator, Marketing Coordinator and Programming Coordinator

Department: Waino Wahtera Center for Student Success

Position Type: Student Staff

Hours:
- Opportunity for occasional hours in late fall semester.
- 2 - 10 hours per week (Spring Semester)
- 25 – 35 hours per week (May - July 2022)
- 40 – 60 hours per week (August 2022)
- 2 - 8 hours total (September 2022)

Pay Type: Hourly Rate

Hourly Rate: $13.00 per hour

Supervisor: Coordinator of Orientation Programs

Job Description Summary

The Orientation Executive Staff (OES) is an integral part of the Waino Wahtera Center for Student Success. OES are responsible for the planning and implementation of the orientation program at Michigan Tech. As student leaders, OES also oversee the selection, training, and supervision of 60-70 Orientation Team Leader (OTL) staff.

Essential Duties and Responsibilities

The 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 Coordinator of Orientation with the planning and implementation mid-year orientation.
- Work with the Coordinator of Orientation 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 Team Leader or similar position is required.
- Must be enrolled as a full-time student for duration of appointment (Fall 2020, Spring and fall 2021)
- Maintain a 2.5 minimum grade point average and be free (and remain free) of University disciplinary sanctions.

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 in a professional manner.
- 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.).

**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)
- COVID-19 Workplace Safety Training (online)
- Anti-Harassment, Discrimination, 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**
Names and contact information for one professional reference are required. Please be sure to include at least one campus faculty or staff member.

**Required Applicant Documents**
- Resume

***See following page for Individual Position Descriptions***
Individual Position Descriptions (may vary to maximize individual talents and interests):

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 Coordinator of Orientation to develop and execute specific training outcomes and curricula.
- Ensure that all training content is consistent throughout the process and addresses the identified outcomes.
- Collaborate with the Coordinator of Orientation 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, Center for Diversity and Inclusion, Title IX, and Residence Education and Housing Services.

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 as necessary.
- Coordinate all OTL and team assignments with emphasis on academic their programs.
- Coordinate and prepare all packet materials for new student check-in, including labels and nametags.
- 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 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.
- Collaborate with the Coordinator of Orientation 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, Print Services, and Residence Education and Housing Services.

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

- Develop and coordinate Orientation programming which may include but is not limited to:
  - Optional events throughout move-in weekend and orientation
  - Parent Orientation presentation
  - Sibling Orientation
  - A Taste of Tech Traditions
  - University Welcome
- Coordinate Orientation trips, including collaboration with local businesses for tickets, pricing, logistics, and food.
- Manage distribution and collection of trip waivers, trip sign registration and ticketing (as necessary).
- Collaborate with campus departments and student organizations to support sponsored programming.
- Establish a strong working relationship and collaborate with several campus departments and organizations, including Grounds, Student Leadership and Involvement, Van Pelt and Opie Library, Rozsa Center, Transportation Services, Outdoor Adventure Program, Wellness, SLS, IRHC, and USG.

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

- Lead in the design, production, and distribution of key electronic and printed documents, including:
  - Mailers and postcards to families of incoming students
  - Orientation schedule book
  - OTL training handbook
  - Slideshow for Rosza events
  - Informational webcasts
  - Check-in and orientation signage
  - OTL t-shirts
- Maintain a vibrant social media presence through Facebook and Instagram to highlight orientation information and events.
- Establish a strong working relationship with several campus units, including University Marketing and Communications, Print Services, Information Technology Services, and the Dean of Students Office.