



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Assistant Director (Transition & Support Programs)

Job Class: Support Staff

Department: Center for Student Involvement

Reports to: Director of Center for Student Involvement

FLSA status: Full-time/non-exempt/12-months

To Apply: Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to hr.jobs@otterbein.edu; FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street Westerville, OH 43081.

SUMMARY: Responsible for assisting with the coordination of Orientation programs, providing oversight for the First Year Experience Peer Mentor program, coordinating the First Year Experience co-curricular programs, implementing Family Weekend, and supporting new student organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Orientation Responsibilities:

- Assists with the design and implementation of orientation programming including programs for first-year students, transfers and parents;
- Provides leadership for the implementation of the Otterbein Collegiate Institute orientation;
- Supervises the Student Orientation Coordinators;
- Coordinates First Flight in partnership with the Director;
- Oversees the selection and training of orientation leaders;
- Creates publications and maintains the orientation website;
- Teach a 2-credit hour Orientation Leader course;
- Coordinates the orientation assessment process.

Transition Support and Retention Initiatives:

- Work closely with the Director of the Center for Student Involvement in the development and implementation of and transition support initiatives for all Otterbein students;
- Oversee the recruitment, selection and training of FYS Peer Mentors;
- Supervises the First Year Experience Lead Peer Mentors and Peer Mentors;
- Responsible for the development, coordination and tracking of FYE co-curricular programming for Fall and Spring Semesters;
- Responsible for the development and maintenance of a standardized curriculum for use by the FYS Peer Mentors;
- Work to develop year-long programming initiatives surrounding the themes of the selected Common Book;
- Serve on the Common Book Selection Committee and Chair the Implementation Committee;
- Support and engage with initiatives planned related to first-year Living Learning Communities;
- Teach a 2-credit hour Peer Mentor course;
- Support the Director of the Center for Student Involvement and Assistant Dean for Student Success in the development and implementation of transition and/or retention initiatives including, but not limited to: programming, advising, and mentoring of students;
- Coordinates the assessment process for transition and retention initiatives within the department.

Parent & Family Programming Responsibilities:

- Responsible for planning and executing the Family Weekend portion of Homecoming & Family Weekend under the direction of the Director for the Center for Student Involvement;
- Supports the Director on institutional initiatives related to Parent & Family Programming;
- Writes and submits articles for the Parent Newsletter;

- Maintains the parent and family website.

Student Organization Support Responsibilities

- Works closely with the Associate Director in the oversight and support of the OUSG Student Organization Development Committee;
- Provides support in the new student organization petition processes.

General Center for Student Involvement Responsibilities:

- Assists in the management of the general operations of the Center for Student Involvement, including: strategic planning, transportation and risk-management, supervision of student employees, budget oversight, communications, outreach, public relations, tracking, and assessment;
- Provides support and assistance to Director, as needed, to carry out the goals and mission of the Center for Student Involvement;
- Serves in an advisory role for student organizations, when needed and appropriate;
- Participates in a team approach to coordinating programs within the Department;
- Serves on campus committees as appointed or needed included, but not limited to the LLC Advisory;
- Completes reports and assessment of programs and activities;
- Participates in evening and weekend activities, as needed.

General Student Affairs Responsibilities:

- Works with the Student Affairs staff and faculty to facilitate campus-wide programs and activities;
- Maintains open lines of communication with faculty, students, community partners, and the administration;
- Develops a campus community where all individuals may be best served, taking into consideration the needs, interests and abilities of individual students and student groups;
- Participates in student affairs staff meetings and professional development opportunities;
- Counsels with students having difficulty personally, emotionally, socially and/or academically and makes appropriate referrals when necessary;
- Participates in evening and weekend activities, as needed.

SUPERVISORY RESPONSIBILITIES: Supervises student personnel

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor’s degree required, Master preferred; some experience in orientation and retention initiatives educational programming, supervision and/or advising.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must demonstrate exceptional verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Must be technically competent and comfortable using a variety of software applications and office machines.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must be able to find solutions to routine and non-routine problems.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate, sit, reach and use repetitive motions of hands and wrists. The employee must frequently lift and/or carry up to 20 pounds and occasionally push and/or pull up to 20 pounds. Evening and weekend commitment required. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters

while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are in various campus locations, in an environmentally controlled office setting and outdoors.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources
[614.823.1130](tel:614.823.1130)
sfitzgerald@otterbein.edu