# Florida Agricultural and Mechanical University

**ADMINISTRATIVE & PROFESSIONAL**

## POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
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<tbody>
<tr>
<td>Student Affairs</td>
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<td>18963</td>
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<thead>
<tr>
<th>4. School/College/Department</th>
<th>5. Department Number:</th>
<th>6. Effective Date: (Personnel Use Only)</th>
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<tbody>
<tr>
<td>New Student Orientation</td>
<td>040 800 000</td>
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<tr>
<th>7. Section:</th>
<th>8. FTE:</th>
<th>9. Budget Entity:</th>
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<tr>
<td>PRES</td>
<td>9427</td>
<td>Tallahassee</td>
<td>Leon</td>
<td>9421</td>
<td>Coordinator, Student Affairs</td>
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### 16A. Essential Functions of the Job

This position serves under the working title of Director for New Student Orientation and reports to the Associate Vice President for Student Affairs – Enrollment Management and/or Vice President for Student Affairs. Under the general functions of New Student Orientation this position will be responsible for all First Time In College (FTIC) and Transfer Student Orientation Programs. More specifically, responsible for planning, developing, implementing and evaluating the programs and activities related to New Student Orientation; monitoring fiscal resources; completing reports and evaluations; and providing leadership training. Serves as the liaison between the Freshman Experience Program and the Division of Student Affairs as it relates to the overall adjustment, development, and retention of new students. Responsible for developing annual budget requests and monitoring expenditures, supervising personnel, and providing general strategic planning for these functions.

**General Administrative Functions:**
- Plans, develops, implements and evaluates all policies and procedures governing New Student Orientation Programs
- Develops, executes, and evaluates a strategic plan for the Office of New Student Orientation Programs
- Serves on various committees or projects as recommended and/or assigned by the Office of the Vice President for Student Affairs.
- Produces program evaluations and assessments
- Ensures publications and website are current and distributed for all areas of responsibility (i.e., calendars, program agenda, orientation leaders program, forms, etc.).
- Maintains departmental inventory and equipment.
- Works with academic departments, colleges, and schools regarding orientation schematics and logistics.

### 16B. Marginal Functions of the Job

Assist as necessary with department or division projects.

### 16C. Program Direction and Development

- Directs and develops services and programs to support First Time In-College (FTIC) and Transfer Student Orientation programs and leadership functions
- Serves as the liaison between new enrollees and academic departments
- Serves as a resource for new and/or prospective students and their families
- Provides guidance and direction in developing and executing orientation programs and services
- Promotes student involvement and opportunities for New Student Orientation Programs
- Identifies staff and student development opportunities
- Ensures publications and website are current and distributed for all areas of responsibility
- Maintains event equipment and inventory of department
- Seeks professional development opportunities to continually improve New Student Orientation
- Represents the University on SUS or state committees, attends meetings, and conferences as appropriate

### 16D. Level of Public Contact

Interacts routinely with current and prospective students, visitors, faculty, staff, and university administrators. Consults and works with various university personnel; coordinating student union building usage, and event planning. Works closely with Departments within Student Affairs, Academic Advisors, Director for Auxiliary Services, Director for Facilities Planning, Parking Services, and University Police Department. Frequent contact with external clients, including but not limited to: Parents, Alumni Chapters, High School Counselors, Tour Companies, and vendors.

### 17. POLICY MAKING INTERPRETATION:

What statute establishes or defines the work performed?

Develops and recommends policies and procedures as they apply to the daily operation of assigned duties and responsibilities of the New Student Orientation Office. Also responsible for establishing and reviewing training procedures related to student Tour Guides. Creates and facilitates policy manuals to manage/evaluate facilities and staff.
Position # 18963

18. SUPERVISOR’S POSITION: Number: 17736 Class Code: 9269 Class Title: Associate Vice President for Student Affairs – Enrollment Mgmt

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

- Coordinator 18610
- Program Assistant 17677
- OPS and Student Staff.

19A. Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.

Acts independently without need for daily supervision, but seeks guidance as necessary, and keeps the Associate Vice President for Enrollment Management and Vice President for Student Affairs informed of programs, services, and any critical matters. Supervision occurs through routine meetings with appropriate Leadership. Annual evaluation by the Associate Vice President for Student Affairs – Enrollment Management.

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

Develops departmental budget requests, and monitors expenditures for areas of responsibility.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

Will have access to confidential data subject to numerous institutional, state, and federal statute, rule, and policy and will exercise appropriate caution in their personnel action. In addition, will provide guidance and leadership to the assigned unit to enculture a similar cautious attitude. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. KNOWLEDGE/SKILLS/ABILITIES:

Ability to think creatively and develop innovative ways to provide programs and activities that meet student needs. Ability to use Personal Computers with knowledge and proficiency in Microsoft Office and Database Management. Ability to organize and manage multiple, projects simultaneously. Ability to communicate and write effectively and work with a diverse student body, and with university personnel.

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications: Master’s degree from an accredited institution in an appropriate area of specialization and two years of management experience in orientation programs, campus activities, housing, student affairs, or related area; or bachelor’s degree from an accredited institution and six years of experience in orientation programs, campus activities, housing, student affairs, or a related area.

Preferred Qualifications: Master’s degree from an accredited institution in an appropriate area of specialization and four years of experience in orientation programs, campus activities, housing, student affairs, or a related area. Professional work experience in student affairs in higher education institution.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

Please review statements below check all that apply:

- __This position requires a background check and/or fingerprinting. Florida Statutes.
- __This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
- __This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
- __This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. SIGNATURES:

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<tr>
<th>Position</th>
<th>Signature</th>
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<td>Incumbent</td>
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<td>Immediate Supervisor</td>
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<td>Reviewing Authority</td>
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