## Florida Agricultural and Mechanical University

### ADMINISTRATIVE & PROFESSIONAL

## POSITION DESCRIPTION

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<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
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<tr>
<td>Student Affairs</td>
<td>Establishment</td>
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<th>4. School/College/Department</th>
<th>5. Department Number:</th>
<th>6. Effective Date: (Personnel Use Only)</th>
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<td>New Student Orientation</td>
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### Class Title:

- Coordinator, Academic Programs
- Coordinator, Student Affairs

### 16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

#### 16A. Essential Functions of the Job

This position serves under the working title of Coordinator- New Student Orientation, and reports directly to the Director of New Student Orientation and/or Enrollment Manager and Vice-President for Student Affairs where applicable. As a member of the Division of Student Affairs, this position will be responsible for the management and implementation of orientation programs, assessment, and reporting. Additionally, this position will work directly with the Director of New Student Orientation to provide training, supervision, and evaluation of the orientation staff. Coordinates and administers programmatic and orientation process and procedures for all FTIC and/or Transfer student applications; assist in the development and implementation of orientation leadership training guides. Serves as the primary support personnel for the Office of New Student Orientation in the absence of the Director. Leads and coordinates project plans as identified within the Office of New Student Orientation; manage the resources required to execute these plans by developing, communicating, and tracking all projects.

Works collaboratively with other departments across the university campus to support and promote strategic initiatives for the Office of New Student Orientation.

#### 16B. Marginal Functions of the Job

The Coordinator – New Student Orientation will serve on committees, task forces, and work groups that pertain to the essential functions of New Student Orientation programs involving the university-wide community, and/or other committees as directed by the Director.

#### 16C. Program Direction and Development

**Orientation Leader Supervision:**
- Serves as direct supervisor to approximately 12 Orientation Leaders and 2 Student Coordinators
- Provides on-going training, resources, and feedback to Orientation Leaders and Student Coordinators
- Facilitates Orientation Leader Staff meetings
- In consultation with the Director, addresses job performance when appropriate
- Conducts performance reviews for the Orientation Leaders

**Orientation Leader Training:**
- Assists in the development and implementation of the Orientation Training, which focuses on staff development and team building
- Facilitates activities and workshops during Orientation Leader Summer Training Weeks
- Coordinates on-going staff development throughout summer programs

**Orientation Program Support:**
- Assists with daily management and logistical support of the program (i.e., Registration, Program Set-Up, etc.)
- Assists in the facilitation of Summer Orientation Staff Development and Social Activities
- Responds to inquiries from students, family members, faculty, and staff for assistance and/or information
- Supervises key components of the Student and Parent Orientation Program
- Ensures publications and website are current and distributed for all areas of responsibility
- Seeks professional development opportunities to continually improve Orientation Programs

#### 16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) – Will have sustained contact with Students, Parents, Visitors, Administrators, and/or University Departments and Colleges.

17. **POLICY MAKING INTERPRETATION:** What statute establishes or defines the work performed?

In consultation with the Director for New Student Orientation, will recommend new and/or revise policies & practices that will enhance overall efficiency and effectiveness for New Student Orientation Programs in delivering services on campus.

### 18. SUPERVISOR’S POSITION:

- **Number:** 18963
- **Class Code:** 9241
- **Class Title:** Director, Orientation
Position # 18610

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

   OPS and Student Workers as assigned

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

   As part of collaborative team efforts charged with the responsibility for efficient and effective Orientation best practices, meets regularly with the Director, Orientation Leaders, and unit staff to communicate program needs, concerns, and/or to obtain assistance in accomplishing the assigned responsibilities.

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

   Monitor and comply with all fiscal expenditures and guidelines in accordance with university and state policies and procedures.

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 statue, rule, and policy and will exercise appropriate caution in their personnel action. In addition, will provide guidance and leadership to the assigned unit to encourage 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 and proficiency in Microsoft Office and Database Management. Ability to organize and manage multiple, projects simultaneously. Demonstrate strong written and verbal communication skills. Excellent time-management and organizational skills. Ability to communicate effectively and work with a diverse student body, and with university personnel. Ability to self-supervise and demonstrate initiative. Ability to work in a fast-paced, high energy environment, as well as work flexible hours.

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.

   Master’s degree from an accredited institution in an appropriate area of specialization and two years of experience in orientation programs, campus activities, housing, or related area; or bachelor’s degree from an accredited institution and six years of experience in orientation, campus activities, housing, 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, or a related area. Professional work experience in student affairs in higher education institution, student organizations, unions and/or activities.

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:**

   Incumbent ___________________________ Signature ________________ Date ________________

   Immediate Supervisor ___________________________ Signature ________________ Date ________________

   Reviewing Authority ___________________________ Signature ________________ Date ________________