The purpose of Orientation and New Student Programs is to serve as an initial contact to all incoming first year and transfer students and their families in an effort to introduce them to University resources and academic services. To accomplish this goal, we offer 6 two-day summer orientation sessions, 2 one-day transfer sessions, a three day fall orientation program and a wide array of other initiatives throughout the year. In addition, ONSP coordinates Family Weekend for the University community.

Program Coordinator – Summer Orientation, First Year Seminar, Transfer Student Programming

The Program Coordinator is responsible for developing, implementing and carrying out programmatic initiatives in Orientation and New Student Programs. Specifically, provide leadership for the planning and implementation of Summer Orientation, First Year Seminar and Transfer student programming. The Program Coordinator will also support other office initiatives such as Fall Orientation and Family Weekend. This position reports directly to the Director of Orientation and New Student Programs.

Position Responsibilities

**SUMMER ORIENTATION**

- Serve as the primary contact for the coordination of 6 two-day first-year and 2 one-day transfer orientation sessions with a target audience of 3800 students and 4000 parents/guests.
- Work closely with all University service providers and presenters on content delivery and design for each session.
- Collaborate with the Orientation Coordinator to confirm all reservations to include technical and logistical needs for the program.
- Serve as the primary onsite contact for presenters, parents, and students, and troubleshoot problems as needed during orientation sessions.
- Oversee, manage and evaluate all summer ‘just in time’ communication from Orientation and New Student Programs to students and parents in preparation of their visit to Grounds, to include email as well as various social media platforms.
- Partner with the Housing and Residence Life Assistant Director for Marketing and Communication to develop annual marketing plan for Summer Orientation including printed publications and digital media.
- Lead assessment efforts for Summer Orientation to include gauging parent/student satisfaction through online evaluation in addition to leading follow up meetings with University service providers and presenters to ensure we continue to improve the quality of the program.
- Collaborate with Orientation Director to create and lead Summer Orientation Planning Team to maintain consistent, year-long focus on Summer Orientation.

**FIRST YEAR SEMINAR**

- Oversee and coordinate selection and training of 42 upper-class First Year Seminar Facilitators charged with leading small group conversation with first-year students.
- Advise/supervise the First Year Seminar Facilitators.
- Develop First Year Seminar five-week program curriculum with specific focus on belonging, millennial generation and multi-culturalism/diversity.
- Develop an assessment strategy for First Year Seminar program and make recommendations to ONSP staff regarding enhancements to program if/as needed.

**TRANSFER STUDENT PEER ADVISORS (TSPA) AND TRANSFER WELCOME WEEK**

- Coordinate selection and training of 40 Transfer Student Peer Advisors who are purposed as peer advisors to all incoming Transfer students to help ease their transition.
- Advise/supervise TPSAs.
- Develop and design week-long welcome week programming for incoming Transfer students, with particular attention to program development that assist Transfer students in integrating into broader UVA community.
- Develop and oversee Transfer programming budget
- Lead assessment efforts for TSPA program and fall programming for Transfer students through identifying best practices that would align with the UVA culture and community.
The Program Coordinator is responsible for developing, implementing and carrying out programmatic initiatives in Orientation and New Student Programs. Specifically, provide leadership and supervisory guidance for the Orientation Leader program and implementation of Fall Orientation, Grounds for Discussion and Family Weekend. The Program Coordinator will also support other office initiatives such as Summer Orientation and First Year Seminar. This position reports directly to the Director of Orientation and New Student Programs.

Position Responsibilities

**Orientation Leader Selection, Training and Evaluation**

- Supervise and advise a team of 52 Orientation Leaders who are responsible for assisting new student in their transition to UVA.
- Select and train 5 Senior Orientation Leaders who serve as student supervisors to larger team and liaises with the Orientation professional staff.
- Design and coordinate the selection and training for diverse, highly student-driven Orientation Leader team.
- Oversee and design a rehire process for Orientation Leaders who articulate a desire to return to OL position.
- Collaborate with Deans from the academic schools to assist in managing summer course enrollment to include pre-enrollment communication with students and on-site registration process.
- Update and maintain current assessment strategies to measure the effectiveness of OL training program.
- Develop and manage Orientation Leader programming budget.

**Fall Orientation**

- Serve as the primary contact for the coordination of a four-day orientation session for incoming first-year students with focus on their academic transition.
- Collaborate with the Orientation Coordinator to confirm all reservations to include technical and logistical needs for the program.
- Confirm session content (where applicable) time, and location with all major contacts for Fall Orientation (e.g., Student Activities, Housing and Residence Life, School Deans, etc.)
- Partner with the Housing and Residence Life Assistant Director for Marketing and Communication to develop annual marketing plan for Fall Orientation including printed publication and digital media.
- Collaborate with Orientation Director to create and lead Fall Orientation Planning Team to maintain consistent, year-long focus on Fall Orientation.

**Family Weekend**

- Serve as the primary contact for the coordination of large-scale University program with target audience of a cross section of families at the UVA.
- Collaborate with the Orientation Coordinator to confirm all reservations to include technical and logistical needs for the program.
- Confirm session content (where applicable), time and location with all University service providers and presenters for Family Weekend.
- Design and implement an assessment strategy for Family Weekend participants, students and presenters to include best practices from peer institutions that identifies programming structure for the weekend that aligns with UVA’s culture and practice.

**Grounds for Discussion Peer Theater Program**

- Coordinate Grounds for Discussion, a peer theater based group that highlights potential scenarios first-year students could potentially encounter.
- Audition, select and coach rehearsals with the Grounds for Discussion cast.
- Collaborate with first-year residential team to develop facilitation/discussion guide for Resident Staff to lead conversations of Grounds for Discussion in the residential area.
- Convene group of key constituents for bi-annual review and revisions of Grounds for Discussion script.
- Develop and manage programmatic budget for Grounds for Discussion.
Other Important Responsibilities for Program Coordinators

- Support, attend and participate in Office of the Dean of Students functions, meetings and programs.
- Serve on various committees, attend special events, including those on evenings and weekends and perform other duties as assigned.

QUALIFICATIONS

- Applicants should have a minimum of a Master’s degree in College Student Personnel, Higher Education Administration, Student Services, Educational Leadership, Counseling, or a related field.
- 1-3 years of directly applicable work is preferred.

Required Knowledge, Skills and Abilities

- Demonstrated experience in programming for new students and a strong commitment to student development.
- Knowledge of orientation, retention and transition programs and services on a college campus including advising and working with college students in a professional capacity.
- Effective verbal and written communication skills, including but not limited to, public speaking, and group facilitation.
- Demonstrated commitment to social justice and fluency in multi-culturalism.
- Highly developed supervisory and interpersonal skills.
- Attention to detail with excellent organizational skills, including proven ability to handle multiple projects, simultaneously, determine priorities, and meet deadlines.
- Ability to work in a highly student self–governed environment, and the ability to develop mutually beneficial relationships with various University partners (e.g. faculty, staff, school deans).
- Personal characteristics including creativity, the ability to work with diverse groups of people, being a self-starter who can thrive in an environment that is developing, growing and changing
- Must be flexible and willing to work extended hours and weekends as necessary and recognize the need to do so independently.