

Orientation Program Coordinator

SUMMARY OF POSITION

Under direct supervision of the Dean of Counseling, perform a variety of specialized and responsible duties in support of the student services area. Will require some evening, weekend, or off-campus work.

SUPERVISION EXERCISED: Exercises supervision over a limited number of classified staff and student employees.

EXAMPLE OF DUTIES & RESPONSIBILITIES

High School Student Recruiting/Orientation:

- Maintain high school relationships program with district high schools and those out-of-district high schools that express interest.
- Support Ohlone College staff/faculty to provide recruitment information at various off-campus events.
- Coordinate the first steps of matriculation by scheduling/planning high school visits, application workshops, campus tours, and on-/off-site orientations.
- Maintain a positive working relationship with the Ohlone College Counseling program.
- In consultation with Counseling Faculty, coordinate all aspects of the College Orientation Program, such as: scheduling on-off-site orientations; parent orientation; Welcome Days; develop/implement/expand upon various outreach projects, including orientation videos, cds, programs, and website; etc.
- Implement/teach PD100: Transition to College course.
- Other duties as assigned.

Student Ambassador Program:

- Coordinate with Counseling Faculty in the Student Ambassador Program by providing assistance with the selection, hiring and training of the Student Ambassadors, and volunteers.
- Coordinate Welcome Days as assigned by Counseling Faculty, working with the assistance of the Student Ambassadors.
- Coordinate all on-campus tours for potential students.
- Assist Counseling Faculty in enhancing leadership opportunities, such as creating/implementing leadership workshops, assisting with the leadership certificate program development, and leading team building programs. Travel with students for leadership opportunities (conferences/workshops).
- Other duties as assigned.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree required in a Student Services or related field preferred.

Experience:

One year of experience in Orientation, Assessment, or related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment: Ability to work in standard office environment with some ability to travel to off-sites and light physical lifting/moving. Ability to participate in occasional evening or weekend work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Basic principles, methods, and techniques of student development, and vocational programs. Modern office procedures, methods, and computer equipment. Principles and procedures of record keeping, report preparation, and presentation techniques. Basic research techniques. English usage, spelling, grammar, and punctuation. Basic mathematical principles. Pertinent federal, state, and local laws, codes, and regulations. Safe driving principles and practices.

Skill to: Operate modern office equipment including computer equipment. Type at accurate speed necessary for successful job performance. Operate a motor vehicle safely.

Ability to: Assist students in effectively analyzing and developing their leadership skills, higher education, career, and vocational programs. Follow established methods and procedures related to assignments of Recruiting/Orientation, and Student Ambassador programs. Work independently in the absence of supervision. Understand and follow oral and written instructions. Prepare clear and concise reports. Communicate clearly and concisely, orally and in writing. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students.