



Orientation Coordinator

Mission Statement:

The Orientation Coordinator position (OC) position seeks to introduce, connect, and empower all new undergraduate students to the campus and facilitate a spirit of success. We are committed to providing a supportive transition for new students by fostering a sense of belonging through intentional programming.

Job Description, Commitment, Duties:

- Orientation Coordinators (OCs) are responsible for welcoming and acclimating new students to campus during New Student Orientation and Welcome Week events
- OCs assist in organizing and executing New Student Orientation, Welcome Week, and Spring Welcome Back Week under the supervision of the Associate Director of Student Life
- Arrange for space and schedule and prepare facilities, which includes set up of equipment
- Responsible for activity area is torn down and all equipment is accounted for at the end of orientation and welcome week
- Familiar with USF support services, campus environment, and academic expectations of a college environment
- An understanding of the college culture, and clear enthusiasm for welcoming students
- Understand and serve the diverse needs of the student body and campus community
- Serve with integrity and understanding
- Be a role model to all students
- Commit to abide by, and will promote the behavior guidelines outlined in the USF Student Handbook
- Excellent communication and collaborative teamwork is essential
- Must be willing to increase your student involvement on campus by attending events, joining student clubs/organizations, volunteering, etc.
- Required attendance for Move In Day, New Student Orientation, and Welcome Week
- Return ten (10) days before Move In Day for IMPACT Student Leader Training
- Perform other duties as assigned by the Associate Director of Student Life

Required Minimum Qualifications:

- Undergraduate or graduate student
- Maintain full-time student standing of 12 credit hours per semester and a 2.5 cumulative GPA
- Applicants must not be on academic probation or conduct probation

Selection:

- New candidates must submit an online application, resume, and cover letter
- Individual interview

Compensation & Benefits:

- A scholarship of \$1000 (\$500 per semester)
- The opportunity to move into fall housing assignment prior to opening of the halls
- Meals covered during training week, Move In Day, and New Student Orientation
- Free night time activities during training week
- The use of the Student Life office and office supplies
- Experience in leadership development, including opportunities to build leadership skills
- Opportunities to develop skills in event planning, time management, office organization, working on a team, marketing, social media, and a greater understanding of USF's offices and systems
- Opportunities to hone communication skills through public speaking, electronic and written correspondence, and active participation in meetings and collaborative processes

Position Supervisor:

Allan Idjao, Associate Director of Student Life

McDonald Center, Office of Student Life

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