

Sul Ross State University
Position Description

Official Title: Coordinator for New Student Programs

Job Code: 3905

Salary Group: 31,000- 43,000, RC Non-Exempt

Summary

Function: Oversee the planning, development, and implementation of university programs for all new students including Sully Showcase (in conjunction with the Director of Admissions), Family Day, New Student/Summer Orientation, Camp Brand'em/Convocation and other special student events.

Duties:

Essential: The Coordinator will design and implement strategic plans to support enrollment management resulting in the recruitment and retention of new students with the planning and usage of the orientation budget. Additionally, the Coordinator will be responsible for the daily development, planning, and execution of orientation events and new student programs/events including selection and oversight of the orientation leader training program (ambassadors) for students who have been selected to serve as orientation leaders.

The Coordinator will report findings and incorporate information in planning activities to improve existing programs and enhance the success of new imperatives. The Coordinator is also responsible for working with the Vice President of Enrollment Management and associated communication staff to develop publications and coordinate communication for each event. The Coordinator will perform other duties as assigned by the Vice President of Enrollment Management.

Supervision

Received: Reports directly to the Vice President of Enrollment Management.

Given: Direct supervision of student orientation leaders.

Education

Required: Bachelor's degree.

Preferred: Master's degree.

Experience

Required: 1-3+ years equivalent experience in enrollment management, admissions, student life, student affairs; or similar public relations and office environments.

Preferred:

Experience in strategic planning.

Equipment/Skills

Required: Knowledge and application of best practices in the new student programs, orientation, transition, and retention field preferred; strong verbal, written, and organizational skills; public speaking; coach employees for optimal performance; strong customer relationship skills; high degree of professionalism and confidentiality; appropriate understanding of financial management.

Preferred:

Working Conditions

Usual: Office conditions; office hours 8 am - 5 pm Monday through Friday. Weekends as needed for new student programs.

Exempt from overtime provisions. Some travel is required. Position is Security Sensitive.

Special: Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Revised 5/1/2020