New Student Orientation supports students in transition through high-quality orientation programs, preparing them for success at Metropolitan State University of Denver (MSU-Denver). We do this by facilitating intentional and purposeful programs to meet a variety of student and family needs, integrating students and families into the University community, developing and empowering student leaders and collaborating with key internal and external partners. We serve all students including: first-time freshman, transfer students, non-traditional students (23 and older), student veterans, parents/families and student leaders.

Metropolitan State University of Denver has the mission to provide a high-quality accessible, enriching education that prepares students for successful careers, post-graduate education and lifelong learning in a multicultural, global and technological society. To fulfill its mission, MSU Denver's diverse university community engages the community at large in a scholarly inquiry, creative activity and the application of knowledge.

**Positions Available:**

- Family and Special Programs Support (1 position)

**Family and Special Program Support Duties & Responsibilities**

- Provide day-to-day support to the orientation office by helping professional team with scheduling events
- Develop and manage project initiatives to communicate to new MSU Denver parents
- Responsible for communicating with campus partners to develop workshops for parents
- Take on the role of project leader on all family program initiatives
- Work within many different computer-based systems such as Banner and Visual Zen Orientation
- Outreach to program participants regarding participation in orientation sessions
- Assist Coordinator with marketing and publication materials
- Research best practices when working with all parent types (Parents of first gen, transfers, etc.)

**Orientation Programs**

- Facilitation of orientation sessions and assist in the creation or adaptation of sessions. Responsibilities may include but are not limited to scheduling of staff for orientation sessions, coordination of orientation materials for sessions and other duties

**Mentoring**

- Participate in peer leadership development through coaching and mentoring strategies with growing team leaders. The student coordinator will develop relationships with all orientation staff and work to be an active member of the team

**Leadership**

- Setting a professional example and maintaining confidentiality
- Maintain positive working environment
- Bridge communication between office assistants and professional staff
- Engage in meetings with orientation leadership team (as scheduled)
**Qualifications**

- Candidates must be accepted into a current graduate program, focusing in higher education administration, educational leadership, or similar program, for the 2017-2018 academic year
- Ability to relate well with students, parents, faculty, and administrators
- Knowledge of unique needs and concerns of new students and an interest in serving this population
- Demonstrate excellent communication skills and ability to create and sustain partnerships across campus
- Ability to work collaboratively with individuals from diverse backgrounds
- Demonstrate exceptional multi-tasking and organizational skills
- Make effective and responsible time management decisions with work and school commitments
- Exemplify a commitment to diversity and learning
- Prefer knowledge of Latin American Culture and fluency in written and oral Spanish (*Family, Transfer, and Spanish Family Program Support Position Only*)
- Work a minimum of 10 hours/week during the academic year. Preference will be given to candidates who are able to work 35 hours/week from May – August

**Compensation**

- Stipend of $7,250 for the 17-18 academic year (paid in bi-weekly increments)
- Tuition waiver for 17-18 academic year
- Hourly rate from May – August of $11.00/hour

**To Apply**

- Please send a cover letter and resume to Megan Baker at mbaker70@msudenver.edu by Monday, February 13th.