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:

- SOAR Program and Orientation Leader Development and Support (1 position)

**SOAR Program and Orientation Leader Development and Support Duties & Responsibilities**

- Assist with the recruitment, selection, evaluation, and training of the 2017 Orientation Leader Team
- Assist in the design and implementation of the Orientation Leader training program
- Co-supervise the development of Student Coordinators through providing support and training
- Work in collaboration with the NSO Leadership Team, as well as internal and external stakeholders, to design, implement, and carry out logistics of Student Orientation Advising and Registration (SOAR), New Student Orientation, Veteran Student Orientation, and Late Start Student Orientation programs
- Collaborate with the NSO Team and university offices to assist with ongoing transition programming and events for first-time students
- Develop and conduct assessment to measure learning outcomes of programs and provide necessary recommendations to support the success of New Student Orientation programs and initiatives
- Serve on the SOAR Task Force and serve on other University-wide committees, as needed
- Opportunity to utilize Banner and Visual Zen Orientation software programs

**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.