To Apply: Send your resume and cover letter directly of HED.GradJobs@du.edu with “MSU Denver Orientation” and your last name in the subject line.

Application Deadline: January 15, 2019

Orientation, Transition, and Retention 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 students and their individuals of support inclusive of their identities; first-time freshman, transfer students, non-traditional students (23 and older), student veterans, parents/families, Spanish speakers, 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, Spanish, and Special Programs Support (1 position)
- SOAR Program and Orientation Leader Development and Support (1 position)

Family, Spanish, and Special Program Support Duties & Responsibilities

- Provide day-to-day support to the orientation office by helping the 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 and other individuals of support
- Take on the role of project leader on various family program initiatives
- Work within many different computer-based systems such as Banner, Visual Zen Orientation, and Comevo
- Outreach to program participants regarding participation in orientation sessions
- Assist Coordinator with marketing and publication materials
- Research best practices for various perspectives (Parents of first generation students, transfer students, etc.)

SOAR Program and Orientation Leader Development and Support Duties & Responsibilities

- Work in collaboration with the Orientation 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
- Assist with the recruitment, selection, evaluation, and training of the 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, training, and development
- Collaborate with the Orientation Team and university offices to assist with ongoing transition programming and events for new students
- Develop and conduct assessment to measure learning outcomes of programs and provide necessary recommendations to support the success of Orientation programs and initiatives
- Serve on the SOAR Task Force and serve on other University-wide committees, as needed
- Utilize Banner, Comevo and Visual Zen Orientation software programs

Responsibilities of Both Positions

Orientation Programs
Facilitate 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 interns 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 as needed
- 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 2019-2020 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
- 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. Support with summer programming in 2019 and 2020 also preferable.
- Prefer knowledge of Latin American Culture and fluency in written and oral Spanish (*Family, Transfer, and Spanish Family Program Support Position Only*)

Compensation
- Stipend of $7,250 for the 19-20 academic year (paid in bi-weekly increments via hourly wage)
- 12 credits of tuition waiver for 19-20 academic year
- Hourly wage continued over summer months, with expectation of full-time commitment