

## POSITION DESCRIPTION

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**TITLE: Coordinator of Orientation and Service Programs - (Exempt)**

### **Collective Bargaining - Ineligible - Managerial**

**Definition** - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

This position reports directly to the assistant dean of students, responsible for student activities, and is primarily responsible for the delivery of new student orientation and related programs and service programming. The Coordinator of Orientation and Service Programs will coordinate comprehensive programs designed to connect new students to the college which will assist them in their transition. This position works closely with the Pre-Matriculation Planning committee in the planning and delivery of these new student programs. In addition, this position provides oversight to the various student-run service programs designed to meet the needs of the local community and enhance the learning and involvement of the student participants.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Responsible for following the ethics code of ACPA, and the laws of the State of Maryland.
- Coordinates summer new-student days for new students and parent/family orientation.
- In conjunction with Pre-Matriculation committee members assists with the planning and implementation of new student orientation programs (fall and spring semesters).
- Coordinates the selection and training for the orientation leaders.
- Supervises the orientation leader staff.
- Works cooperatively with campus programming units to deliver service and social change programs through student clubs, academic departments, and student affairs offices.
- Trains and manages work study students assigned to community service to support service outreach activities.

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- Serves as advisor to class officers of a class beginning with their first year and continuing through their senior year, on a rotating basis along with other Student Activities and Dean of Students staff.
- Assists in additional division and college-wide activities including Family Weekend, Senior Week, and Commencement, as requested.
- Serves as a programming resource for the College community.
- Has “on-call” responsibilities and serves as a member of the Crisis Intervention team.
- Participates as an active member of the Student Affairs staff.

**MINIMUM QUALIFICATIONS:**

- Education: Master’s degree preferred; Bachelor’s required.
- Experience: At least one year of experience working in student services/programs environment, such as student activities. This experience should include significant involvement in student leadership positions as a college student. Other desired qualifications include excellent communication skills and ability to work independently and as a member of a team.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.