Position Description:
Assist the Director of New Student Orientation and other professional Orientation staff to plan, develop, and implement the Orientation program:

- Help coordinate Orientation Leader selection including: marketing/information sessions, application development, application review, interview scheduling, interviewing and assessment, and hiring
- Coordinate logistics such as organizing team assignments, developing effective team schedules, and communicating with university staff members and others about Orientation
- Plan and coordinate the training of leaders, including development, presentation, and instruction of material
- Plan and coordinate logistical support for Immersive Experiences including: food/menu planning, transportation, equipment, directions, group activities, itineraries, etc.
- Coordinate Orientation Leader support for all Orientation programs and activities
- Facilitate both a spring and fall training for leaders
- Design the Orientation T-shirt
- Be available to attend professional development conferences, if budget funds are available, including, but not limited to:
  - National NODA (National Orientation Directors Association) Conference
  - Regional NODA (National Orientation Directors Association) Conference
  - AEE (Association for Experiential Education) Northwest Regional Conference
- Coordinate the facilitation of concluding Orientation procedures such as equipment return, supply return, inventory, repairs, leader and student evaluations
- Prepare a reflection and transition document for future via Sounding Board (ePortfolio)
- Perform other tasks as assigned by professional Orientation staff
- Transfer Student programming responsibilities:
  - Spring (January)
    - Plan and lead energizers and name games for the Spring Transfer Luncheon
    - Assist with other Spring Transfer Luncheon duties as assigned
    - Assist with the planning and development of the Spring Orientation Immersive Experiences
    - Facilitate all components of the Spring Orientation Immersive Experiences
Fall

- Select and provide support to the Transfer Coordinator and Orientation Leaders facilitating transfer Immersive Experiences

**Supervisory Responsibilities:**
- Orientation Leaders

**Budget Responsibilities:**
- None

**Minimum Requirements (Candidates must possess these requirements in order to be hired for this position):**
- Applicants should be making expected progress toward an academic degree. Only candidates with a 2.5 GPA or higher will be considered.
- Candidates must be enrolled at the University of Puget Sound or an affiliated study-abroad program for the fall semester of 2019. Those studying abroad during the spring semester of 2018 are eligible to apply. Applicants’ abroad status will be taken into consideration when selecting the coordination team. Candidates must be enrolled at the university during the appointment period.
- Availability over the summer and on some weekends is required. Orientation Coordinators are expected to reside in the Tacoma area throughout the summer and commit the bulk of their time during July and August to preparing for Orientation.
- Applicants must not hold any on-campus or off-campus employment or have other involvements which could conflict with the Orientation Coordinator position.
- No employment with other organizations after August 1 is permitted.
- At least one year of experience as an Orientation Leader is required.
- Demonstrated group leadership experiences in a club, organization, student government, or other activity
- Evidence of leadership ability, including sensitivity to others, sound judgment, planning and organizational skills, and motivation of self and others is a must.
- Be able to work independently, take initiative and follow through on projects; also be able to work as a team member and support others’ initiative and leadership.
- Have experience teaching or presenting materials to others in an engaging and involving manner
- Possess sound judgement and experience in risk management and mitigation
- Have experience facilitating group discussions
- Possess (or willingness to obtain) a minimum of a Basic First Aid and CPR certification from an approved agency. The university hosts training classes, but the cost of these certifications are the responsibility of the candidate. Please see the following link for information regarding medical certifications. [https://www.pugetsound.edu/student-life/student-activities/puget-sound-outdoors/leadership-courses/first-aid-courses/](https://www.pugetsound.edu/student-life/student-activities/puget-sound-outdoors/leadership-courses/first-aid-courses/)
- Strong computer skills including the Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, and Outlook)

**Other Desired Qualifications (The following are not required for appointment.):**
- Active involvement and leadership experience in one or more outdoor adventure activities (e.g., backpacking, canoeing, mountaineering, mountain biking, or rock climbing) or campus organizations (e.g., Campus Visit Program, ASUPS club leadership, Greek Life leadership, etc.)
• Wilderness Medical Training (Wilderness First Aid [WFA], Wilderness First Responder [WFR], or a Wilderness Emergency Medical Technician [WEMT])

Candidates must be able to explain and/or demonstrate that they possess the knowledge, skills, and abilities to safely perform the essential functions of the job, with or without reasonable accommodation. Any combination of education and/or experience can substitute for the above requirements.

University Diversity Statement

We Acknowledge
The richness of commonalities and differences we share as a University community; the intrinsic worth of all who work and study here; and that education is enhanced by investigation of and reflection upon multiple perspectives.

We Aspire
To create respect for and appreciation of all persons as a key characteristic of our campus community; to increase the diversity of all parts of our University community through commitment to diversity in our recruitment and retention efforts; and to foster a spirit of openness to active engagement among all members of our campus community.

We Act
To achieve an environment that welcomes and supports diversity; to ensure full educational opportunity for all who teach and learn here; and to prepare effectively citizen-leaders for a pluralistic world.