

12-105 - Director of New Student Programs and Orientation (SUA 3)

West Chester University of Pennsylvania, Division of Student Affairs

Description: Join a vibrant campus community whose excellence is reflected in its diversity and student success. West Chester University of Pennsylvania's Division of Student Affairs is accepting applications for the position of Director of New Student Programs and Orientation.

Reporting to the Assistant Vice President for Student Affairs, the Director will be responsible for overseeing New Student/Transfer Orientation, First-year Interest Groups (FIG), First-year Student Programs, and serves as liaison with other Student Affairs offices committed to creating an environment that fosters student success and transition to the University. This position requires that the Director possess excellent communication skills and be capable of working in a collaborative environment and be an effective team orientated professional.

Requirements: Applicants must have a Master's Degree in student personnel, counseling, or a related field and three to five years of post-graduate professional experience. Previous direct involvement with planning and facilitating an orientation program, a working knowledge of first-year student and parent programs, and/or experience with residence life programming related to first-year students is preferred, in addition to a pattern of increasingly challenging duties, strong organizational skills, and a record of working collaboratively to accomplish projects in a higher education environment.

Starting salary is \$48,137 annually. Excellent benefits package including tuition fee waiver for self and dependents. Applicants must successfully complete interview process to be considered as a finalist.

Apply by on-line application at www.wcupa.edu/hr/application Electronic submission allows for cover letter and resume attachments (required). References with contact information will be required prior to interview. Review of applications will begin immediately and continue until the position is filled. AA/EOE. Women and minorities are encouraged to apply. The filling of this position is contingent upon available funding.

All offers of employment are subject to and contingent upon satisfactory completion of all pre-employment criminal background and consumer reporting checks.