

## Job Announcement

Position: Assistant Director for Student Orientation

Department: New Student and Family Programs

Northeastern Illinois University invites applications for the position of Assistant Director for Student Orientation

Full-Time, Continuing Position

Under the general supervision of the Director, the Assistant Director for Student Orientation is responsible for coordinating and implementing educationally purposeful and assessable orientation programs and additional programs that support the orientation, transition and retention efforts of the University.

### About Northeastern Illinois University

Founded in 1867, NEIU has a rich tradition of educational innovation, and in preparing teachers and administrators who make a difference in Chicago. That tradition continues to this day and has expanded to include an array of academic disciplines, allowing the University to embrace fully the community in which it resides.

NEIU is regarded as the most diverse, public, comprehensive university in the Midwest, and is designated by the United States Department of Education as a Hispanic Serving Institution (HSI). Diversity is an important factor in the character of this urban institution and in the social fabric of its student body. ALANA students represent nearly 60% of the NEIU student body. The University offers more than 80 undergraduate and graduate programs in the arts, sciences, education, and business, and has additional campuses in the metropolitan area: The Carruthers Center for Inner city Studies, El Centro, and the Center for College Access and Success.

The University is also a founding member of the University Center of Lake County consortium campus in suburban Lake County, north of Chicago. Newsweek magazine named Northeastern Illinois University the "Sixth Best Investment" in the United States, and number one in Illinois. Northeastern shares the top-ten spot with Harvard, Stanford, Princeton and MIT.

### Duties and Responsibilities

- Coordinate and implement an orientation program based on current best practices for this campus;
- Plan and implement departmentally sponsored and co-sponsored programs and services that enhance and support the University's efforts for orientation, transition and retention.
- Responsibly maintain and monitor budget for orientation programs and related expenses;
- Attend and monitor orientation and other department sponsored/so-sponsored events as assigned/needed to ensure programmatic success, participant safety and facility security.
- Provide on-site support to department programs and services
- Provide office representation at University wide events such as Open House, Welcome Events, etc.
- Collaborate with department staff to develop assessment tools and analyze data
- Supervise orientation personnel including student aides and interns.
- Coordinate orientation employee interviews and selection
- Coordinate student employee work schedules, conduct employee training, schedule performance planning and evaluation as well as.
- Collaborate with University partners to strategize and develop efficient and effective methods of implementing department sponsored orientation, transition and retention programs.
- Collaborate with appropriate office staff to develop, coordinate and distribute necessary reports to enable offices to provide services, workshops, facilities, etc. for orientation programs.
- Collaborate with appropriate University partners to update marketing materials (printed, electronic, etc.) related to orientation programs
- Collaborate with appropriate office staff to coordinate support before, during and after events, including but not limited to on-site registration, communication, confirmation of University services and resources
- Compose and submit timely and informative reports regarding programmatic goals and direction

## Education and Experience

- Masters degree in Higher Education Administration, College Student Personnel or related field required
- At least 2-3 years experience with orientation, transition and/or retention programs in a college/university setting, of which one year full-time or 2 years part-time must be in orientation.
- Experience with program planning, implementation and assessment
- Experience with managing orientation budgets
- Experience with diverse populations, families and non-traditional students preferred
- Understanding of student development theory and experience with application of relevant theories
- Position requires attention to detail, excellent oral and written communication skills, demonstrated effective leadership and evidence of sound judgment

## Salary and Benefits

Salary is commensurate with qualifications and experience. Comprehensive benefits package including health, dental and vision benefits, sick and vacation days, the participation in the State Universities Retirement System. Applicants are expected to respond based on the entire job description.

## To Apply:

In order to be considered for employment by Northeastern Illinois University (NEIU) you must submit the following and send all documents within one PDF document to [nsfp@neiu.edu](mailto:nsfp@neiu.edu).

- A letter of interest addressing your qualifications for this position
- Current Resume
- Three (3) current professional references
- [Employment Application](#)
- [Affirmative Action Form](#)
- [Statement of Annuitant Status](#)
- Copies of unofficial transcripts are accepted; however, official transcripts will be required of candidates selected for on-campus interviews

In addition to the links provided above for the Employment Application (fillable), Affirmative Action Form and Statement of Annuitant Status, you can also obtain these forms at the NEIU Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard Street, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m.

Review of applications will begin immediately and continue until the position is filled.

Northeastern Illinois University is an Equal Opportunity/Affirmative Action Employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as Other Qualified Individuals. Northeastern Illinois University's positions are contingent upon the University's receipt of its State of Illinois appropriation.