



Wingate University **Position Description**

Position Title: Director of New Student Orientation

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

FLSA Classification: Exempt Staff, 12-month position

Job Purpose

The Director is responsible for the oversight of the new student orientation program, Camp Bulldog, Welcome Week, and other on-going programs designed to connect Wingate students to resources during their transition. The Director of NSO is responsible for the leadership, strategic visioning, and evaluation of orientation programs for new first-year and transfer students as well as their parents and families.

Duties and Responsibilities

-Coordinates the strategic planning and development, design, implementation, management and assessment of orientation and Welcome Week programming (in collaboration with Involvement). Responsible for creating a strategic vision for Wingate's orientation programs.

-Coordinate the hiring, training, and supervision of all Orientation staff including, Student Directors, PAW Leaders, call center supervisor, and call center team. Foster the development of students' leadership skills and professional development, including their participation in national and regional conferences, along with teaching LDEV101 (NSO) to facilitate the training of summer orientation staff.

-Implement first year success programs to support continued transition throughout the fall and spring semester collaborating with campus constituents and community partners. Foster a smooth transition to college and to help develop strong student / employee partnerships within the university.

-Implementation of new initiatives and services for incoming students and family members. Explore new avenues to create programs and support services to meet the needs of incoming students as they transition to Wingate.

-Plan and implement Wingate's extended orientation program, Camp Bulldog to create opportunities for incoming students to network and begin their leadership experience.

-Work with campus constituents to create a communications plan for incoming students using Salesforce and Marketing Cloud tools.

-Creates assessment plan to evaluate effectiveness of orientation programs and determines if they are meeting desired learning outcomes as well as measure student and family satisfaction of orientation programs.

-Coordinate the recruitment, selection, training, and supervision of one Graduate Assistant in the NODA Summer Internship position

Qualifications

Master degree in Higher Education, Student Personnel, Counseling, or a related field, 2-5 years' experience working with college students, proficiency with computer and office applications, strong customer service and presentation skills required.

Experience in event planning, student advising and leadership training, working knowledge of the National Orientation Director Association's (NODA) and the Council for the Advancement of Standards in Higher Education's best practices for Orientation services and understanding of the SalesForce, Canvas, Marketing Cloud programs preferred.

Please send a letter of interest, resume and contact information of three professional references to careers@wingate.edu

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments.

Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.