

# *PROGRAM COORDINATOR*

ORIENTATION PROGRAMS IN WEST LAFAYETTE



## Orientation Programs at Purdue University

# INTRODUCTION

Our mission is to **introduce and connect** all new undergraduate students to Purdue University in West Lafayette and Indianapolis through student- and staff-led academic and social programming, both on campus and virtual, in order to prepare them for their Purdue experience.

Our vision is to be globally recognized and at the **forefront of innovation** in higher education for empowering students and creating a seamless transition for all.

Staff in Orientation Programs and Student Success Programs are committed to the understanding of and appreciation for inclusion, and strive to provide innovative support systems and services to **show students that they belong** at Purdue University.

Meet our team of Orientation Programs professional staff members **on this website**.

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# THE EXPERIENCE

Orientation Programs at Purdue University facilitate experiences where new students are welcomed "All Aboard Purdue", a four-step process to start their journey as Boilermakers. The four steps are interconnected to help transition 10,000+ incoming undergraduate students to campus each year. We are excited to welcome a new professional to join our team via a vacant Program Coordinator (PC) role in West Lafayette (WL), Indiana.

The full slate of office programs include:

**Purdue 101 & Purdue 102**, a required online orientation experience that guides students through the course scheduling process, connects them to their academic advisor, and introduces campus resources to help students make a strong start at Purdue.

**Summer Visit Days**, an optional program that gives students and their families the opportunity to see campus and engage with staff after making their decision to attend Purdue.

**Boiler Gold Rush International (BGRi)**, an optional program created to prepare newly arriving international students to transition to Purdue University, the state of Indiana, and the United States of America.

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**Boiler Gold Rush (BGR)**, an optional multi-day program that welcomes new beginner and transfer students to campus to introduce campus traditions, university resources, and facilitate personal connections the week before classes begin in the fall semester.

**Boiler Cold Rush (BCR)**, an optional multi-day program that welcomes new beginner and transfer students to campus in the spring semester.

Beyond these experiences at Purdue University, the Orientation Programs team are active and **committed to professional development** across several networks including the Association for Orientation, Transition, and Retention in Higher Education (NODA) at both national and community levels, and an active collaborative of orientation and transition professionals across Big Ten Conference institutions.

**Applicant Requirements:** An earned Bachelor's Degree and two years of professional experience related to the position, with the anticipated annual salary range of \$43,600-\$48,750 and a comprehensive benefits package, moving relocation, and professional development opportunities.

### ORIENTATION PROGRAMS

## CREATING BELONGING

*"Friends, a sense of belonging, and a Boiler Gold Rush family. Without a doubt, Boiler Gold Rush was one of - if not the - best choices I've made thus far at Purdue. I gained a whole new respect and admiration for the program."*

A group of WL Student Leaders during BGR 2025



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POSITION OVERVIEW

Reporting to an Orientation Programs Associate Director in West Lafayette (WL), this Program Coordinator (PC) position is a productive professional working independently with general supervision to prepare and execute work within the Orientation Programs team.

This position's primary responsibilities will support pre-arrival programs: Purdue 101 and Purdue 102 (our online orientation experiences) and mentorship of student leaders. This role will also support on-site programs in WL for new beginners: Summer Visit Days, Boiler Gold Rush International, Boiler Gold Rush, and Boiler Cold Rush.

For Purdue 101 and Purdue 102, this may include, but is not limited to, the collection and organization of information from campus partners, the development of online orientation modules, improving the experience for incoming students, program assessment annually and longitudinally, and critical attention to student progress through the program.

Our student leadership model is represented in WL and Indianapolis locations. For the student leadership model, you will directly oversee WL members of the Student Orientation Committee (SOC), an executive group of ten, third-year orientation leaders who hold different individual and small group responsibilities to support the

HIGHLIGHT

10,000+  
New Beginners participated  
in Purdue 101 & Purdue 102  
in 2025

ORIENTATION PROGRAMS

success of their mentees. This group of students are hired for one full year, from October to October.

The SOC serve as mentors for over 150 Team Supervisors (TS), a mid-level leadership role for second-year orientation leaders. The PC's provide oversight for the SOC to execute curriculum and trainings that support personal growth and development, resulting in the TS's ability to mentor entry-level leaders and provide on-site logistical support of welcome programs. Team Supervisors also enroll in a 1-credit Leadership Development Seminar which is taught by Orientation Programs professional staff members. TS are hired in October and stay through August.

Team Supervisors serve as mentors for the over 600 Team Leaders (TL), an entry-level leadership role for first-year and returning orientation leaders. The PC's provide oversight for the SOC to recruit students and create a training curriculum so TL can lead 15-20 new students during welcome week programs. TL are hired in March and stay through August.



Members of the 2026 Student Orientation Committee (SOC)

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POSITION OVERVIEW

Students during BGR programs



HIGHLIGHT

8,000+  
Number of Boiler Gold Rush  
participants in 2025

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As a member of the Orientation Programs team, the Program Coordinator will join a dedicated staff committed to innovating and continuously moving programs and experiences forward for new students and staff. Seeking to understand the experience of students, with the desire to think critically and thoughtfully about supporting the Orientation Programs mission of introducing and connecting all new undergraduate students in West Lafayette and Indianapolis to Purdue University, will be critical for a Program Coordinator in this role.

This position will work in-person on campus in West Lafayette, Indiana, but will work closely with members of the Orientation Programs team based in Indianapolis, Indiana. The nature of work in orientation is cyclical and has peak seasons, which sometimes requires staff members to work some nights and weekends, and at times may give the opportunity for flexibility and hybrid work.

Students "crossing the tracks" during BGR program





# ORIENTATION Programs



PROFESSIONAL STAFF  
Program Coordinator

McUTCHEON HALL

Purdue Pete and Boilermaker Xtra  
Special enter Ross-Ade Stadium



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# THE COMMUNITY

The **State of Indiana** is the "Crossroads of America" and home to a wide-variety of outdoor and entertainment experiences ranging from its 24 state parks to the Indianapolis 500.

The **Greater Lafayette area** is home to over 100,000 people off I-65, and located just an hour and a half from Indianapolis, and two and a half hours from Chicago, Illinois.

Purdue University is home to over 50,000 students from all fifty states and over 120 countries around the world. They are supported in and out of the classroom by over 16,000 employees across a variety of fields and disciplines.

Orientation Programs is an office within the **Student Success Programs** department, a suite of interconnected departments, which are a part of Purdue's Division of **Teaching and Learning**, collectively aiming to help students arrive, thrive, and graduate on time.

Learn more about the impacts of Orientation Programs and Student Success Programs through

the following features:

- **This is Purdue Podcast: Purdue's Boiler Gold Rush**
- **2025 BGR Recap**
- **2024 Orientation Programs Annual Report**
- **2024 Student Success Programs Annual Report**
- **Four minute campus tour of Purdue University (YouTube)**
- **Learn more about Greater Lafayette**

#1  
RANKING  
COMMUNITY OF THE YEAR

Greater Lafayette  
Indiana Chamber of Commerce, 2021



Downtown Lafayette, Indiana

# *CONTACT US*

## **ORIENTATION PROGRAMS**

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