Overview of the Position
Student Success at Purdue (www.purdue.edu/studentsuccess) is looking for a hardworking and energetic professional to join our team to assist in designing, implementing, and coordinating all aspects of new student orientation programs, including the week-long Boiler Gold Rush program, Summer Transition, Advising and Registration (STAR), Welcome programs, as well as additional programming for new students. The salary is $38,000 with a generous benefits package.

About Purdue University
Purdue University is a public, land-grant and research university with an enrollment of over 40,000 students. It is situated in beautiful West Lafayette, Indiana, conveniently located 1 hour North of Indianapolis and 2 hours South of Chicago. This vibrant college town offers Purdue employees lots of great restaurants, outdoor opportunities, major college athletics, a lively arts and culture scene, and a low cost of living.

Duties and Responsibilities
Reporting to the Coordinator of Orientation Programs, the Assistant Director will:

- Assist in designing, implementing, and coordinating all aspects of new student orientation programs, including the week-long Boiler Gold Rush program, Summer Transition, Advising and Registration (STAR), Welcome programs, as well as additional programming for new students.
- Recruit, train, supervise and mentor the eight-person Student Orientation Committee and nearly 500 student leaders associated with orientation programs.
- Develop and implement student leader training programs.
- Assist with content and coordination of departmental publications.
- Assist with additional student success programming as needed.

* This position requires occasional evening and weekend hours.

Qualifications
Preferred candidates will have the following knowledge, skills, abilities, and qualifications:

- Bachelor’s degree; Master’s degree in College Student Personnel, Counseling or related fields is strongly preferred.
- Two years working in a University setting required; two years of graduate assistantship or internship experience would satisfy requirement. University orientation and/or student services experience required. Experience in event planning and management required.

- A sound grasp and understanding of student development theory as well as the recruitment and orientation process required. A general understanding of student success programming is helpful but not required.
- Professional writing required. Basic computer, communication (verbal & written), and presentation skills required.
- Excellent interpersonal, organizational, and time management skills required. Ability to balance interruptions, multiple and varied tasks and confidential information with discretion required.
- Creativity and professionalism required. Ability to interpret policy required. Ability to take the initiative to solve problems, assume responsibility, establish and maintain quality standards required.
- Experience supervising students preferred.

Able to work in a team atmosphere is required.

Application Procedure, Deadline, and Preferred Start Date
Expected start date is early summer 2013. For consideration submit resume and apply online at: www.purdue.edu/careers and reference Job Number 1300177. Questions regarding the position can be directed to jones114@purdue.edu. Purdue University is an equal access/equal opportunity/affirmative action employer fully committed to achieving a diverse workforce.

Student Success at Purdue