

Title Information

Classification	Director of New Student Orientation
Grade	NC
Working Title	
FLSA Status	Exempt
Position Class Code	1M170
Full Time Part Time	Full Time
Educational and Experience Requirement	Bachelor's Degree in related field. Five years of experience in related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	Responsible for the management of the new student orientation program at Sam Houston State University.
Primary Responsibilities	Responsible for the overall implementation of student orientation sessions including budget management, staff training, production of new student and parent handbooks, and other duties as needed for orientation. Additional responsibilities include efforts in developing seamless transition for new students with offices and departments across campus and collaborating with various individuals in improving parent-oriented programs on campus. Performs other related duties as assigned.
Other Specifications	Contacts include faculty, staff, University administrators, students and parents. This position may be designated as a Campus Security Authority (CSA).
Supervision Given and Received	Receives minimum direction from the Associate Vice President for Enrollment Management. Supervises Visitor Center Counselor, Staff Aid and Student Assistants as assigned.