

JOB DESCRIPTION

Dept: Student Life & Development

Working Title: Coordinator, Transition Programs (707)

Date: October 2014

Job Class: 11

PRIMARY FUNCTION:

Reporting to the Manager, Student Life and Success, the Coordinator, Transition Programs is responsible for the coordination of programming that assists new students with the transition to the University and student life at KPU. In addition to new student orientation event management, the Coordinator is responsible for orientation events in support of special student populations such as mature students, transfer students, parent/family orientation and others., and for communication to new students regarding orientation events and new student resources. The Coordinator organizes presenters, facilities reservations, catering, staffing, purchasing of supplies, program delivery, volunteer recruitment, and is lead on the design, development and evaluation of all orientation publications including online orientation resources and supplementary resources such as the annual student handbook.

JOB DUTIES AND TASKS:

1. Event Management:

- a. Coordinate and plan new student orientation programming across KPU campuses.
- b. Recruit, train and supervise orientation volunteer teams of up-to 100.
- c. Coordinate the booking of campus space for orientation events.
- d. Develop and administer the volunteer and staffing plan for orientation events.
- e. Coordinate presenters, speakers and third party vendors participating at orientation events.
- f. Liaise with other administrative units and faculties to coordinate their involvement at orientation events.
- g. Coordinate orientation programming in support of special student populations: mature students, trades and technology students, transfer students, parent/family orientation
- h. Purchase goods and services within approved budget limits for orientation events.

2. Communication and Marketing:

- a. Develop and implement marketing and communications initiatives in support of orientation programming.
- b. Promote orientation events to new students through a combination of tradition direct mail, direct e-mail, website information and social media.
- c. Prepare press releases profiling orientation events and other transition programming.
- d. Develop and oversee the maintenance of an orientation website and online resources for new student transition resources.
- e. Market student life and student services programming to students, faculty and staff.
- f. Coordinate the photography and videography required orientation events.

3. Budget and Operations:

- a. Monitor orientation program budgets and the evaluation of orientation events.

- b. Prepare and monitor the orientation budget under the direction of the Manager, Student Life and Success.
- c. Track expenses for orientation events.
- d. Secure program resources by requisition/purchase orders and maintain the resource materials inventory.
- e. Research program resource options (e.g., event supplies) and make recommendations.
- f. Create and maintain spreadsheets for use in evaluation of orientation events and services.
- g. Produce summary reports for the Manager, Student Life and Success and the Director, Student Engagement, evaluating orientation events and programs.

4. Administrative Support:

- a. Provide administrative support to the Student Life department.
- b. Maintain student participation records and statistics
- c. Research and compile information in support of new student program enhancement and development.
- d. Collect and analyze data in support of program assessment.
- e. Participate on divisional and/or university committees as required.
- f. Other duties as required.

SUPERVISION RECEIVED:

Reports to the Manager, Student Transitions and Success

SUPERVISION/DIRECTION EXERCISED:

Supervise and train the work of BCGEU staff/auxiliary employees, student staff and volunteer teams of up-to 100 volunteers.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Maintain and update student volunteer database(s) and office filing systems. Oversee the maintenance of departmental websites and orientation resource material

FINANCIAL RESOURCES:

Purchase goods and services within established program funds; collect and record revenue from special events. Compile and provide budget recommendations for use in preparing Student Engagement budget.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Undergraduate Degree in a relevant discipline supplemented by a minimum of three years related experience.
2. Minimum two years' supervisory experience which includes training, staff development and conducting performance reviews.
3. Minimum two years' experience recruiting, coordinating and leading volunteer teams.
4. Demonstrated knowledge of leadership development for volunteer-based programs.
5. Demonstrated understanding of strategic enrolment management and student engagement principles.

6. Demonstrated experience with event programming, organizing and implementation of activities and events, preferably with adults or young adults.
7. Demonstrated experience with content management, CMS software applications, Windows based programs and database systems. Experience with InDesign or Creative Suite and basic design and layout for print and web publication considered an asset.
8. Functional understanding of social media applications.
9. Ability to exercise a high level of initiative, responsibility and attention to detail.
10. Excellent organizational skills; including the ability to establish priorities and meet deadlines with minimal supervision.
11. Ability to establish and maintain effective working relationships with, and provide exceptional customer service to all internal and external stakeholders.
12. Superior communication skills written and verbal; as well as confidence with public speaking to groups of greater than 30 are required.
13. Ability to communicate patiently and effectively with a diverse range of people and situations and relate to students with different cultural and social backgrounds.
14. Must be able to work independently and as a team player.
15. Proven ability to manage multiple projects simultaneously.
16. Experience managing event budgets of \$10,000 or greater.
17. Knowledge of University policies and procedures.
18. Must have a valid driver's license and access to reliable transportation.
19. Must be able to work on multiple campuses and must be able to work a flexible schedule including occasional evenings and weekends.

Knowledge Skills & Abilities revised:
