



BCGEU POSITION DESCRIPTION

POSITION TITLE: Coordinator, Transition Programs	JOB NUMBER: 707
REPORTS TO: Manager, Student Engagement & Leadership	INCUMBENT:
DEPARTMENT: Orientation & Transitions	DATE CREATED:
JOB CLASS: 13	DATE REVISED: March 2026

PRIMARY FUNCTION

Reporting to the Manager, Student Engagement & Leadership, the Coordinator, Transition Programs is responsible for the design, planning, and facilitation of programming that assists new students with the transition to the University and supports them in their first year at KPU. The Coordinator works with internal and external partners to organize various events supporting all first year students. This role encompasses programming for both orientation & transition events and peer mentorship & student leadership programming, and the incumbent may engage with either or both depending on timing and unit priorities.

JOB DUTIES AND TASKS

1. Start-to-finish coordination of project plans and implementation of large-scale/high-profile new student orientation and transition programming across KPU campuses.
2. Recruit, train, and supervise student staff and volunteer teams of approximately 100.
3. Oversee operational logistics for events, ensuring support staff and volunteers execute event setup and material preparation according to program plans.
4. Develop and administer the volunteer and staffing plan for orientation and transition events.
5. Liaise with presenters, administrative units, faculties, and third-party vendors to coordinate their involvement.
6. Coordinate first year experience programming in support of special student populations including, but not limited to; mature students, trades and technology students, transfer students, parent/family orientation.
7. Design and implement first year experience program strategy and content development using student development theory in order to support student success.
8. Develop and implement marketing and communications initiatives to promote programs and events to new students through a combination of communication methods including, but not limited to; traditional direct mail, direct email, website information, and social media.



9. Prepare external communication profiling orientation events and other transition programming with occasional support from internal marketing departments.
10. Provide oversight and approval for marketing and communications materials developed by supporting staff or volunteers.
11. Coordinate the photography and videography required for events.
12. Prepare and monitor the event budget under the direction of the Manager, Student Engagement & Leadership.
13. Research and secure program resources by requisition/purchase orders and provide oversight for resource inventory management.
14. Produce summary reports for the Manager, Student Engagement & Leadership and the Director, Student Success, evaluating events and programs.
15. Coordinate the maintenance of the unit sponsorship package, solicitation of sponsors, tracking sponsorship, and related administrative tasks.
16. Create and maintain student participation records and statistics, and collect and analyze data in support of program evaluation and assessment.
17. Research and compile information in support of new student program enhancement and development.
18. Participate on divisional and/or University committees as required.
19. Other duties as required.
20. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

This position reports to the Manager, Student Engagement & Leadership.

SUPERVISION/DIRECTION EXERCISED:

This position supports with training and onboarding of BCGEU staff/auxiliary employees. This position supervises and trains student staff and volunteer teams of approximately 100 volunteers, varying in size thorough the year. Ensuring alignment with program needs and standards across orientation, transition programs, and peer mentorship areas.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Maintain and update student volunteer database(s) and office filing systems. Oversee the maintenance of department websites and resource materials. Provide oversight of student staff performing operational and administrative functions.

**FINANCIAL RESOURCES:**

Purchase goods and services within established program funds; collect and record revenue from special events. Track, report, and provide budget recommendations for use in preparing Orientation & Transitions budget. Solicitation, collection, and tracking of sponsorship funds.

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

- Demonstrated knowledge and ability to apply leadership development concepts (e.g., Student Development Theory) for student-based transition and mentorship programs.
- Demonstrated understanding of strategic enrolment management and student engagement principles.
- Demonstrated experience with event planning, organizing, and implementation of activities and events, preferably with adults or young adults, and the ability to oversee multiple programs interchangeably.
- Understanding of Project Management practices and tools.
- Experience with solicitation and tracking of event sponsors.
- Demonstrated knowledge of marketing and communications methods and mediums including functional understanding of social media applications.
- Demonstrated experience with content management, CMS software applications, and Windows based programs and database systems. Experience with InDesign, Creative Suite, and basic design and layout for print and web publication considered an asset.
- Ability to exercise a high level of initiative, responsibility, and attention to detail between program areas.
- Excellent organizational skills, including the ability to establish priorities and meet deadlines with minimal supervision.
- Proven ability to communicate with a high degree of diplomacy with people of varied backgrounds and experience, and maintain effective working relationships with students, faculty, KPU staff, and with members of the community.
- Superior written and verbal communication skills, as well as confidence with public speaking to groups ranging from <30 to over 500 are required.
- Must be able to work as a team player, and be able to work independently to solve problems without supervisor assistance, particularly during events.
- Proven ability to manage multiple projects simultaneously, and to adjust priorities across program areas depending on operational needs.
- Experience managing event budgets of \$15,000 or greater.
- Knowledge of University policies and procedures.
- Must be able to lift and carry materials in the range of 30 to 50 pounds.



- Must be able to work on multiple campuses and must be able to work a flexible schedule including occasional evenings and weekends.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- A Bachelor's Degree in education, business, humanities, social sciences, or a related discipline.
- Project Management certification is considered an asset.
- Minimum of three years related experience in a post-secondary student services environment or recent work in a public educational sector.
- Minimum of three years of relevant training and direct experience in first-year experience, event planning, or supporting individuals with a disability or duty to accommodate.
- Minimum one year of supervisory experience which includes recruiting, training, and coordinating staff/student volunteer development and conducting performance reviews.
- Or an equivalent combination of education, training, and experience.

Knowledge Skills & Abilities revised:
