Job Title: Coordinator, New Student Orientation

BCAT Code: 09JX46  Effective Date: June 25, 2013
Pay Grade: G16   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Assists the Director in coordinating and facilitating new student orientation events at Georgia State University (GSU).

Examples of Duties
- Works collaboratively with faculty, staff and students to research, develop, and implement a variety of programs and services for new students.
- Coordinates the day-to-day operations of new student orientation programs, such as program planning and conference scheduling.
- Coordinates multiple program planning processes, such as developing, designing, and editing multiple new student orientation publications, arranging speakers, recruiting and training faculty/staff volunteers, and incorporating technology into new student orientation programs.
- Serves as immediate contact for all day orientation events.
- Selects, trains, supervises, and evaluates paraprofessional staff, such as undergraduate students, orientation leaders, student interns, etc.
- Advises student leaders and general members of student organizations.
- Coordinates welcome events.
- Creates and maintains an ongoing assessment plan to measure student learning outcomes.
- Serves on committees and assists with special projects and departmental initiatives.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of cultural and diversity awareness.
- Ability to work with diverse groups of individuals.
- Ability to provide direct independent supervision.
- Ability to make sound business decisions.
- Ability to assist in the preparing, monitoring, and planning of departmental budget.

Minimum GSU Hiring Standards
Master’s degree and two years of related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.