MAJOR PURPOSE:
The Transitions Coordinator is a temporary, 3-month, full-time position that serves as the lead host for the Jessup experience for new students and families. The coordinator, reporting to the Dean of Students, will champion preparations for New Student Orientation and oversee tracking, coordination, and student communication for the first-year experience and sophomore service practicum. The coordinator will also support international student programming.

RESPONSIBILITIES

New Student Orientation & First-Year Experience
- Work with Student Life and faculty representatives to maintain a strong, cohesive first-year experience that merges residential experiences, classroom experiences, and thoughtful programming to integrate students into campus life socially, spiritually, and academically.
- Track class attendance, communicate with students, and support student leaders for Spring FYE class
- Continue planning and work for Fall 2016 Orientation along with Transitions Interns.
- Train and mentor student leaders who assist ongoing first-year small group experiences.
- Champion a strengths-based and character-based focus.

International Student Student Programming and Support
- In partnership with Student Life and the Provost’s office, assist with the planning and implementation of international student programs, including a Spring Orientation, student leader training and oversight, programming plans, and administrative needs.

Sophomore Experience
- Coordinate class and service experience for Sophomore Service Practicum, including class attendance, student communication, and student leader mentoring and oversight.
- Partner with Experiential Learning Coordinator to ensure positive service opportunities and assist with tracking student attendance for service involvement, following up with students as needed.

Administration
- Manage budget for Orientation and Programming areas.
- Serve as an active member of the Student Life team through attending and contributing to staff meetings and supporting broader Student Life initiatives and events.
- Help plan and attend student leadership training and events.
QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• Bachelors Degree required

PREFERRED KNOWLEDGE:
• Former experience in college student life or orientation programs

SKILLS/ABILITIES:
• A strong and visible Christian faith
• Strong organizational skills
• Proficiency in oral and written communications
• Public relations skills
• Ability and desire to work with students and within a team environment
• Group leadership skills
• Teachable spirit and a desire to learn

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:
The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

Revised 3/15/2016
I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

______________________________________ _____________________________
Employee Signature     Date