

## Orientation Graduate Coordinator – Position Description

### SUMMARY OF THE ROLE

The Graduate Coordinator (GC) is a key leadership role that plans and implements transition support initiatives for new students and their supporters to foster a sense of belonging within the Redhawk community. GCs contribute to departmental leadership by overseeing various programming initiatives for orientation and welcome events throughout the academic year, as well as student leader recruitment, selection, training, and mentorship experiences. Through indirect supervision, GCs assist in guiding Orientation Leaders (OLs) to discover their own unique talents, fulfill their responsibilities, and create connections on campus. GCs are supervised by the Director of Orientation Programs.

### OVERVIEW OF ORIENTATION PROGRAMS

Orientation Programs supports new first-year and transfer undergraduate students and their families and supporters in transitioning to college life at Seattle University. Orientation is experienced in a hybrid format, with program offerings depending on which term students will start their Redhawk journey. Students who start their time in the Fall Quarter have a hybrid Summer Orientation and in-person Fall Welcome program. Students who start their time in the Winter Quarter or Spring Quarter engage in online programming prior to arrival, a one-day Orientation prior to the start of their term, and optional in-person events during their first week of classes. We also support transition initiatives throughout the academic year that support student belonging and retention.

#### Our Mission

Orientation Programs promotes student learning and engagement through transition programs, guidance, and mentorship for students and their supporters.

#### Our Vision

Implement a comprehensive transition experience for all undergraduate students that centers equity, hospitality, innovation, and student empowerment.

#### Our Curriculum

To coordinate effective learning experiences that support a student's successful transition to college, we utilize a curriculum based on the following learning goals:

- Sense of Belonging: You will create a connection with Seattle University and build relationships with peers, faculty, and staff.
- Academic Excellence: You will embrace intellectual passions and envision your path to success.
- Inclusion & Identity: You will engage in reflection about your identities and how to build relationships across differences.
- Personal Growth: You will explore your values, sense of purpose, and social responsibility.
- Self-Reliance: You will learn how to navigate campus, seek support resources, and sustain holistic wellbeing.

### MAKING MEANING IN THE GRADUATE COORDINATOR ROLE

Being a member of the Orientation Programs team is a unique opportunity to advance your leadership skills, develop new professional abilities, and make a lasting impact on others. This role involves a mix of working with large-scale initiatives, detail-oriented projects, and learning-centered engagement opportunities. Orientation collaborates with staff, faculty, and administrators in most departments across campus throughout the year, allowing GCs to gain awareness and knowledge of the higher education landscape by connecting with a broad array of functional areas.

Specific areas of focus in the GC role include:

- Orientation, transition, and retention best practices
- Developing and implementing a transition-to-college curriculum
- Enrollment management and admissions outreach
- Communicating university mission, vision, and values
- Mentoring students in individual, group, and team settings
- Academic advising and course registration for new students

- Designing and facilitating student leader recruitment, training, and selection processes
- Assessment and evaluation of departmental initiatives and the new student experience
- Working with unique population needs including transfer, commuter, first-generation, and low-income students

GCs will engage in the following responsibilities:

### ***Program Development***

- Contribute to the creation of online and in-person sessions, workshops, and events for Summer Orientation and Fall Welcome, Winter Orientation and Winter Welcome, and Spring Orientation.
- Collaborate with campus partners on orientation programming and larger divisional efforts.
- Assist with designing the Fall Move-In Experience for new students and their supporters.
- Coordinate and oversee schedules and assignments for student leader staff
- Assist with developing and implementing year-long transition support initiatives including the Ignite Mentorship Program and exploration of new first-year experience initiatives.

### ***Student Leader Recruitment, Selection, and Training***

- Create and implement a recruitment strategy plan for the OL position.
- Assist with constructing and facilitating the application, interview, and selection process for OL candidates.
- Develop and facilitate leadership development, team bonding, and training experiences for OLs.
- Mentor OLs in completing job responsibilities including facilitating Orientation groups, workshops, and events.

### ***Departmental Leadership***

- Contribute to fulfilling the mission, vision, and curricular approach of the department.
- Collaborate on departmental and cross-campus streamlined communication plans.
- Propose budget expenses for programming, as needed.
- Indirectly supervise the Orientation Coach(es), an undergraduate peer leader, and 30+ OLs.
- Act as a liaison between the OL team and OP professional staff, contributing student perspectives toward engagement initiatives led by OP.
- Design, implement, and summarize assessment initiatives to gather data about the new student experience.

### ***Marketing and Communications***

- Assist in the development of social media posts, emails, newsletters, posters, flyers, hand-outs, and other forms of communication that advertise important information and updates related to Orientation operational and community development opportunities for students and supporters.

### **Please note:**

- This is not an exhaustive list of all responsibilities performed by the GCs. GCs will also complete other duties as assigned. Functions of the role may change as determined by the needs of the department.
- Candidates must be able to perform all job functions with or without accommodations.

## **TIMELINE OF RESPONSIBILITIES**

The following are typical responsibilities that are allocated between the two GCs, based on skill level and interest:

### **Summer (July-August)**

- Support in-person and virtual programming for incoming students.
- Mentor the Orientation Coaches in completing their responsibilities.
- Assist with communication efforts with campus partners, new students, and their supporters.
- Coordinate the development, logistics, and implementation of OL Fall Training in preparation for Fall Welcome.

### **Fall (September-December)**

- Facilitate OL Fall Training.
- Implement key components of Fall Welcome including logistics, marketing, and student leader responsibilities.

- Assist with Orientation Coach recruitment and selection processes.
- Launch and lead the Ignite First-Year Leadership Institute.
- Plan recruitment strategy and initiatives for selecting Orientation Leaders during Winter Quarter.
- Plan logistics and programming for Winter Orientation and Winter Welcome.

### Winter (January-March)

- Assist in the recruitment and selection processes to build a diverse and inclusive pool of OL candidates.
- Plan logistics and programming for Spring Orientation and Spring Welcome.
- Design OL Spring training experiences to implement during Spring Quarter.

### Spring (April-June)

- Facilitate OL Spring training.
- Mentor the Orientation Coach in completing their responsibilities.
- Assist with development of curriculum, logistics, and programming for Summer Orientation.

## WORK SCHEDULE AND REQUIRED DATES

### Term of Employment

The GC position is a **12-month** graduate assistantship, starting on **July 1, 2025** and ending on **June 30, 2026**. This position will be renewed for a second academic year (2026-2027) contingent on the GC's performance. Compensation for the second year may be subject to change. A new contract will be issued for the second year.

### Anticipated Work Hours Schedule

#### Work Hours

Graduate Coordinators typically work 20 hours each week. Per federal regulations, student employees will not be allowed to work over 20 hours per week while classes are in session and will not be allowed to work over 40 hours per week while classes are not in session.

#### Work Schedule

GC will typically work Monday-Thursday from 10:00am-4:00pm (including a 1-hour unpaid lunch break). GCs can expect schedule adjustments during welcome events in Summer and Fall, and during Orientation Leader recruitment/selection (January-February). This will require flexing of work hours on certain weeks/weekends. **Weekend and evening hours are expected during Summer Orientation and Fall Welcome.** GCs should plan to be present in-person in the office 4 weekdays per week and will manage (and flex) their hours in consultation with the Director. GCs may be able to work remotely 1 day/week as agreed upon with the Director.

### Required Dates

The following dates are considered "Blackout Dates." **This means you are required to be present and available without any other commitments.** Any anticipated conflicts with these dates that you know of at the time of application should be noted in your application. If you have a time/date conflict, we encourage you to still submit your application and/or set up a meeting with the Director of Orientation ([cubitan@seattleu.edu](mailto:cubitan@seattleu.edu)) before submitting your application so we can discuss what flexibility or options may be possible.

DATE	RESPONSIBILITY
<ul style="list-style-type: none"> <li>• Sunday, July 6, 2025 (half-day training)</li> <li>• Monday, July 7 – Tuesday, July 8, 2025</li> </ul>	Redhawk Launch Session 1
<ul style="list-style-type: none"> <li>• Wednesday, July 16 (half-day training)</li> <li>• Thursday, July 17 – Friday, July 18, 2025</li> </ul>	Redhawk Launch Session 2
<ul style="list-style-type: none"> <li>• Sunday, July 20, 2025 (half-day training)</li> <li>• Monday, July 21, 2025</li> </ul>	Redhawk Launch Session 3
<ul style="list-style-type: none"> <li>• Thursday, July 24, 2025 (half-day training)</li> <li>• Friday, July 25, 2025</li> </ul>	Redhawk Launch Session 4

<ul style="list-style-type: none"> <li>• Wednesday, August 27, 2025 (half-day training)</li> <li>• Thursday, August 28, 2025</li> </ul>	Transfer Orientation
September 8-18, 2025	Fall Training
September 19-26, 2025	Redhawk Launch Session 5 & Fall Welcome
Friday, October 3, 2025	Mass of the Holy Spirit

**Note:** These dates are subject to change depending on campus-wide changes to the university’s calendar. Additionally, we recognize extenuating circumstances, such as illness or personal emergencies, may conflict with these dates. The Director will work with team members on an individual basis to discuss any circumstances that arise.

### COMPENSATION

**Graduate Coordinators are paid at the university Graduate Assistant hourly rate, which is \$24.00/hour. Total earnings for the year (July 1, 2025 – June 30, 2026) will come to approximately \$25,000 before taxes.**

#### **Additional Compensation Notes**

- This position is not eligible for overtime.
- Student employees accrue 1 hour of sick time for every 30 hours worked.
- Student employees do not accrue paid time off or vacation hours.
- Students are paid bi-weekly on the 10<sup>th</sup> and 25<sup>th</sup> of every month through direct deposit.

### QUALIFICATIONS FOR CANDIDATE ELIGIBILITY

Candidates must meet the following qualifications to be eligible for consideration:

- Must be a current full-time graduate student at Seattle University, or starting as a full-time graduate student by September 2025.
- Must have work authorization to work starting July 1, 2025. International students are not eligible to begin work during the summer prior to starting their program in Fall Quarter as a new student, but may be eligible if they are currently enrolled and are a continuing student in their program.
- Must maintain a **2.5 or greater cumulative GPA** throughout the full term of the role.
- Must maintain good academic and disciplinary standing with Seattle University.
- Must be available **all required dates** listed above.

Additionally, we are seeking the following skills and abilities in candidates:

#### **Minimum Skills**

- Self-directed and motivated.
- Strong organizational abilities.
- Creative thinking and problem-solving.
- Experience as an undergraduate student leader.
- Willingness to challenge own assumptions and biases.
- Ability to work well independently and in times of ambiguity.
- Effective communication with students, families, faculty, and staff.
- Ability to balance priorities while managing tasks and responsibilities autonomously.
- Cultural humility to recognize how the department can best suit the needs of our diverse community.

#### **Preferred Experience**

- Customer service.
- Working with data.
- Mentoring student leaders.
- Public speaking/facilitation.
- Program planning and/or event management.

### SUPERVISOR CONTACT INFORMATION

Please do not hesitate to reach out with any questions! I am more than happy to make time to connect and share more about this opportunity.

**Nicholas F. Cubita, Ed.D.**

*Director of Orientation Programs*

Email: [cubitan@seattleu.edu](mailto:cubitan@seattleu.edu)

Phone: 206-296-6072