NEW MEXICO HIGHLANDS UNIVERSITY
Job Description

Position: Coordinator of New Student Orientation and Academic Advisor

Department: Academic Support

Salary Grade: 13

Job Type: 12 months/Full-Time

FLSA: Exempt

Reports To: Director

POSITION SUMMARY: The incumbent in this position is responsible for providing comprehensive orientation programs for new students of the University. Additionally, the incumbent will design and oversee comprehensive new student programs and services, to include advisement for first-year students, transfer students and families of new students at NMHU.

DUTIES AND RESPONSIBILITIES:

- Collaborate closely with the Director of Academic Support in overseeing, supervising, and maintaining all issues related to all New Student Orientation programs;
- Supervise, direct, delegate, and evaluate work of New Student Orientation Leaders;
- Facilitate highly integrated and complimentary recruiting and communication strategies and complimentary communication channels;
- Assist Director in managing departmental budget;
- Oversee registration processes for orientation programs;
- Design and/or approve the layout and content of all materials, brochures, booklets and mailings for orientation programs;
- Collaborate with the office of recruitment, admissions, financial assistance, business office and other Student Services offices, departments, and centers to integrate processes related to recruitment and transition of new students;
- Recruits presenters and develops content programming for student and family orientations;
- Create, administer, and analyze orientation evaluation instruments;
- Coordinates office presentations for campus tours and special programs;
- Collaborates with Office of Registrar and Institutional Research for enrollment reporting;
- Collaborate with academic affairs for coordination of academic advisement;
- Provide academic advising to students in large advising outreach programs (orientation for first years, transfers, etc.);
- Engage in the development and implementation of programs and services to promote student academic success and retention;
- Manage day to day operations to include recruiting, selecting, and training student orientation leaders;
- Attend approved conferences, trainings and workshops;
- Perform other related duties as assigned;
- Maintain regular attendance.

MINIMUM QUALIFICATIONS:

- Education: Bachelor’s Degree in any field
- Experience: Three (3) years experience working in an institution of higher education.

Preference:

1. Experience and understanding of enrollment and recruitment initiatives,
2. Experience working with diverse constituencies,
3. Experience with event planning and program development,
4. Experience developing and facilitating training sessions,
5. Experience responding to crises and emergencies and troubleshooting unexpected issues or problems, and successful leadership.

**Employment Requirements:**
- Must be willing to work odd hours, specifically during orientation timeframe, weekends and holidays.
- Occasional travel is required.
- Must have and maintain a valid New Mexico driver’s license.

**Knowledge Skills, and Abilities:**
- Knowledge of University and department policies, procedures, principles and practices;
- Ability to utilize sound principles of supervision, training, and performance evaluation;
- Ability to manage a budget;
- Ability to provide leadership to a unit, department or program;
- Knowledge of or ability to learn SCT Banner Student Modules, and other computer systems and software;
- Ability to communicate effectively, both orally and in writing;
- Ability to maintain excellent interpersonal relationships;
- Ability to effectively advise and guide students regarding academic matters;
- Knowledge in working in a university/college environment;
- Skill and ability in presenting effectively to small and large groups;
- Ability to work effectively with a wide range of constituencies in a diverse community;
- Ability to provide technical leadership and project management within an area of technical expertise; strong leadership skills to a unit, department or program, strong analytical and critical thinking skills and the ability to analyze, summarize and effectively present problem analysis and data resolution;
- Ability to maintain confidentiality;
- Ability to foster a cooperative work environment, and create, compose, and edit written materials;
- Ability to maintain a flexible working schedule during student orientation timeframe;
- Ability to provide short and long-range planning;
- Skill and ability to be detailed orientated while using independent judgment and initiative and being organized while providing direction.

**Physical Demands:**
- Sitting............................................. Frequently
- Standing............................................. Frequently
- Walking............................................. Frequently
- Bending............................................. Frequently
- Squatting......................................... Frequently
- Climbing......................................... Frequently
- Kneeling.......................................... Frequently
- Lifting/carrying up to fifty (50) pounds........... Frequently

**Work Environment**
- Work is normally performed in an office setting; however, incumbent will be required to facilitate work throughout campus.