

Director of First Year Experience

Position Summary:

The Director of First Year Experience is a key staff member within the Division of Student Experience. Reporting to the Assistant Dean of Students, the Director of First Year Experience develops, evaluates and facilitates programming that is grounded in student development theory and students' lived experiences during their first academic year at Mississippi College. The Director draws on national best practices and emerging trends in student transition, onboarding, retention and engagement. The Director will lead orientation programming for both new freshmen and transfer students, contribute to new student Welcome Week in the fall, coordinate the first year seminar, and oversee retention efforts for first year students.

Essential Functions:

- **Manage and direct all aspects of the freshmen and transfer orientation programs, including but not limited to:**
 - Mentor and train student orientation staff, including Student Directors and Orientation Leaders (OLs), fostering a sense of community and team unity
 - Coordinate the recruitment, selection and training of Orientation student staff while working in conjunction with the Assistant Dean of Students on student Welcome Week staff
 - Oversee all aspects of spring and summer transfer orientations and summer freshmen orientations
 - Coordinate communication to first-year students including creation and dissemination of orientation-related information
 - Manage the budgetary process for Orientation
 - Assess orientation programs for institutional effectiveness in order to improve and build on current programs
 - Communicate with campus stakeholders about orientation events, including scheduling and confirming dates and agenda for all orientation sessions
- **Contribute to new student Welcome Week in collaboration with the Student Engagement Team**
 - Plan educational programming during Welcome Week in order to tie both the Orientation and Welcome Week experiences together
 - Kick off the First Year Seminar as part of the Welcome Week experience
 - Assist with the training of student Welcome Week staff in order to effectively prepare them for onboarding of new students

- **Coordinate the First Year Seminar program for the University, including but not limited to:**
 - Build, maintain and update the First Year curriculum, drawing from national best practices, current trends and best practices for the campus
 - Recruit and train instructors to teach and lead FY seminar classes
 - Work in conjunction with instructors to schedule FY seminar classes, including class time and space reservations
 - Manage the First Year Seminar Budget, including funding for special programs and stipends
 - Lead the summer reading program for new students alongside the orientation experience
 - Recruit and train student mentors to work alongside instructors
- **Oversee First Year retention efforts, including but not limited to:**
 - Coordinate the EDSights texting platform engagement as it relates to orientation and the first year experience
 - Manage academic and behavioral alerts for first year students, including communication with academic advisors and other interested parties
 - Work closely with campus partners and stakeholders, including Academic Affairs, Residence Life and Career Services to create intentional and collaborative experiences for first year students
 - Respond to the needs and concerns of first year students by developing new/additional first year initiatives that connect those students to the campus community
- **Departmental and Divisional Responsibilities, including but not limited to:**
 - Represent the Division of Student Experience on University committees as assigned
 - Attend and actively participate in office, departmental and division staff meetings, trainings, etc.
 - Maintain a high degree of visibility and availability to students, faculty and staff members
 - Manage complex and sensitive issues with compassion and the highest level of confidentiality

Qualifications:

- Masters Degree in Student Affairs, Higher Educations or a related field required
- Experience in working with college students; specific experience with first year programming preferred
- Excellent organizational skills
- Effective written and spoken communication skills and attention to detail

- Good management skills and an appropriate level of assertiveness, leadership, flexibility, creativity and team-building skills
- Excellent people skills to interact with students, parents and members of the faculty and staff
- Ability to make good decisions and have a good record of consistency in handling student needs
- Understanding the importance of confidentiality and impartiality in all work
- Firm commitment to the Christian-based mission of Mississippi College

Reports to: Assistant Dean of Students

Exempt: Full-time position, exempt