



**JOB TITLE:** Assistant Director of Orientation & Engagement  
**DEPARTMENT:** Orientation and Engagement  
**SUPERVISOR:** Director of Orientation & Engagement  
**FLSA STATUS:** Non-Exempt

### **MAJOR PURPOSE:**

The Assistant Director of Orientation and Engagement will work in partnership to create, develop, and establish services and student-centered programming, ensuring strong student engagement and a sense of belonging within an inclusive and increasingly diverse campus community.

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### **ESSENTIAL FUNCTIONS:**

#### **Campus Life**

- Oversee the operations and outcomes of the student-led Campus Life Activities Board (C'LAB) including small and large-scale campus-wide programming, ensuring representation of student voice, a variety of opportunities for engagement, and multiple facets of the Jessup student experience.
- Manage and protect student traditions, preserving records and mementos for historical purposes.

#### **Community Life**

- Collaborate and contribute to opportunities that develop community and bridge gaps amongst student affinity groups such as commuters, transfers, athletes, students of color, international students, etc.
- Build a culture of commuter student support through information, environments, and programs that contribute to their sense of belonging.
- Continue building and maintaining a program structure for clubs and organizations including creation and approval processes, club advisors, club officer training and development, and regular operating policies and procedures.
  - Support club and organization officers in the formation, development, and leadership of clubs and organizations.
- Provide guidance for the Campus Life Activities Board in the management and allocation of budget/funds for approved clubs and organizations.
- Serve as a judicial officer for conduct hearings and partner with the Director of Orientation and Engagement and Director of Student Conduct to support student care needs that involve commuter student populations.

#### **Orientation/New Student Programs**

- Assist the Director of Orientation and Engagement with planning and implementation of Orientation programs that provide information, connections, and environments that contribute to a welcoming culture, develop pathways to resources for student success, and create a sense of belonging for new students.
- Contribute to the First-Year Experience program when needed by assisting with administrative tasks such as communication, supporting Discover group leaders, leading activities, seeking speakers/workshop presenters, compiling research etc.

#### **Administration**

- Assist in the management of Orientation and Engagement budget with specific oversight of funds allocated to campus life activities board and community life areas.
- Coordinate departmental communication platforms and technology/tools such as email, chat, event registrations, event calendars, online forms, webpages, etc.

- Provide direct supervision, mentorship, training, and support to Orientation and Engagement student leaders. Partner with the Director of Orientation and Engagement to plan and conduct staff meetings and student leadership trainings.
  - Serve as Orientation and Engagement events coordinator, reviewing all event forms and assisting student leaders with submitting necessary reservation and support requests, placing supply orders, shopping trips, managing storage space and inventory, etc.
  - Contribute to departmental review processes and reports ensuring goals and learning outcomes are being achieved.
  - Serve as an active member of the broader Student Life team, attending and contributing to meetings and supporting broader Student Life initiatives and events.
  - Complete other duties as assigned by Supervisor.
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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATIONS:**

- Bachelor's Degree required
- Master's Degree preferred or in process (preferably in the areas of Student Development, Educational Administration, or Leadership)

### **REQUIRED KNOWLEDGE:**

- Prior experience in college student activities or student leadership programs

### **SKILLS/ABILITIES:**

- A strong and visible Christian faith
- Strong organizational skills
- Proficiency in written and oral communications
- Public relations skills
- Collaborative spirit and comfortability working in partnerships
- Ability and desire to work with students within a team environment
- Group/Team leadership skills
- Teachable attitude and desire to learn

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## **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 office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

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**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 40 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 is 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.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date