

Position Description

Position Title: Executive Director of the First Year Experience

Classification: Non-Classified

Function of Work: Responsible for development and coordination for all First Year

Supervision Received: Dean of Students

Supervision Exercised: Administrative Assistant, Graduate Assistants, Student Workers

Qualifications: Master's degree in Student Affairs, higher education or related field.

Responsibilities

- Provide leadership and direction to all First Year Experience programs
- Oversee assuring compliance of policies and procedures
- Develop marketing plan for area including website and all media
- Develop and implement the new student orientation program
- Develop and implement the parent orientation program
- Select, train and supervise the orientation team
- Develop and coordinate NSU Welcome Week, First Year Success Series
- Coordinate the NSU Family Day
- Coordinate the President's Leadership Program – selection, class, and activities
- Serve on University committees as assigned