

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 co-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.

We also hire a Graduate Assistant for the Orientation Programs team. The Graduate Coordinator will be expected to take on more advanced responsibilities in line with the greater compensation package listed below.

APPLICATION INFORMATION

To submit your application, **please email a résumé and cover letter** to cubitan@seattleu.edu. 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. I look forward to reviewing your materials.

Nicholas F. Cubita, Ed.D.

Director of Orientation Programs

OVERVIEW OF ORIENTATION PROGRAMS

Orientation Programs (OP) 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 tasks 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. Orientation Programs is part of the Division of Student Success.

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 (June-August)

- Support in-person and virtual programming for incoming students.
- Mentor the Senior Orientation Leaders (SOLs) 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 SOL 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 an inclusive and representative 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 SOLs in completing their responsibilities.
- Assist with development of curriculum, logistics, and programming for Summer Orientation.

EXCITING OPPORTUNITIES AT SEATTLE UNIVERSITY

Aside from the job responsibilities outlined above, Seattle University has many exciting initiatives that will offer a rich environment for learning about the landscape of higher education. Some of these opportunities include:

- **Academic Calendar Unification**
 - We are in a 2-year process of transitioning from a quarter-term schedule to a semester-term schedule. You would be joining us in the middle of this process and learning about the strategic processes and campus workgroups dedicated to facilitating this significant university-wide initiative.
- **Cornish College of the Arts**
 - Seattle University acquired Cornish College of the Arts in 2025. This is our first summer exploring an integrated summer orientation experience across the First Hill and South Lake Union campuses. You will be an active participant in navigating the unique needs of onboarding two campuses.
- **Workday**
 - The university is halfway through our adoption of the Workday student information system (SIS). You will be exposed to large-scale change management taking place across the university and its impacts and enhancements on the student experience.
- **Slate for Student Success**
 - Orientation Programs uses the Slate CRM for the Orientation Portal, New Student Checklist, Advising & Registration, event RSVPs, and ongoing communications. You'll have the opportunity to learn about and utilize the Slate CRM while supporting new student onboarding.
- **Academic & Student Affairs**
 - Orientation Programs is part of the Student Success division, which is part of Academic & Student Affairs at Seattle University. This large unit also includes Student & Campus Life, while collaborating with most

departments across campus to make orientation happen. You'll connect and collaborate with a multitude of colleagues from across campus and have the opportunity to meet with senior leaders.

WORK HOURS, SCHEDULE, AND REQUIRED DATES

Dates of Employment

The GC position is a **12-month** graduate assistantship, starting on **July 1, 2026** and ending on **June 30, 2027**. This position can be renewed for a second academic year 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.

Work Hours Schedule

Work Hours

Graduate Coordinators 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. During peak welcome events in Summer (July) and Fall (September), GCs may occasionally work more than 20 hours each week.

Work Schedule

GC will typically work Monday-Thursday from 10:00am-4:00pm (including a 1-hour unpaid lunch break during each shift). GCs can expect schedule adjustments during welcome events in Summer (July) and Fall (September) and during Orientation Leader recruitment/selection (January-February). This will require flexing of work hours on certain weeks/weekends. **Occasional 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.

Required Dates

The following dates are considered "Blackout Dates." **This means you will have limited scheduled flexible and time away on these dates.** 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) before submitting your application so we can discuss what flexibility or options may be possible. We recognize extenuating circumstances, such as illness or personal emergencies, may occur. The Director of Orientation Programs will work with staff individually to discuss any circumstances that arise.

RESPONSIBILITY	DATE
Redhawk Launch Session 1	Sunday, July 12
	Monday, July 13 – Tuesday, July 14
Redhawk Launch Session 2	Thursday, July 16
	Friday, July 17
Redhawk Launch Session 3	Sunday, July 19
	Monday, July 20
Redhawk Launch Session 4	Wednesday, July 22
	Thursday, July 23 – Friday, July 24
Transfer Orientation	Wednesday, August 26
	Thursday, August 27
Fall Training	September 8-11
Fall Welcome Prep & Early Arrival Events	September 14-18
Fall Welcome	September 19-22
Mass of the Holy Spirit	Thursday, October 1

Notes: All dates are for 2026 calendar year. These dates are subject to change depending on campus-wide changes to the university's calendar.

COMPENSATION

Hourly Pay Rate

Graduate Coordinators will be paid \$24.62 per hour, subject to tax withholdings and payable in accordance with the University's policies and procedures.

Housing/Scholarship Credit

Graduate Coordinators will also receive either a credit for on campus housing or a scholarship paid through their financial aid package.

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 10th and 25th 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 2026.
- Must have work authorization to work starting July 1, 2026.
 - International students are not eligible to begin work during the summer prior to starting their program in Fall term 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.