

Director of Orientation
Old Dominion University

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Posted Apr. 30, 2025, set to expire Nov. 1, 2025

Job Title Director of Orientation
Department CTR ORIENTATION RETENTION & EXPLOR
Institution Old Dominion University
Norfolk, Virginia

Date Posted Apr. 30, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Affairs

Job Website <https://jobs.odu.edu/postings/23159>

Apply By Email

Job Description

Job Summary

This position supports the mission and vision of the office by providing strategic direction, leadership, and direction for the New to Blue new student experience. This position will serve as the primary facilitator of orientation for all incoming first-year and transfer students as well as develop orientation experiences for other student populations. This position will supervise all orientation staff members (professional staff and undergraduate student leaders). This position will collaborate with all campus partners across Old Dominion University.

- 40% Strategic Direction, Supervision, and Leadership: Provide strategic leadership and direction for the New Student Experience ensuring it aligns with the ODU and SEES Strategic Plan by aligning and advancing the strategic enrollment plan, retention efforts, and identifying annual key goals and metrics. Overseeing and continuously innovating the new student experience website, timeline, pre-orientation, on-campus orientation, online orientation, and post-orientation

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- experience in alignment with evolving student success trends and orientation best practices. Providing supervision and leadership to the orientation staff (professional and student). Representing and communicating the New to Blue: New Student Experience campus wide. Effectively managing a fee-based budget and work with university procurement and purchasing.
- 25% Collaboration and Partnerships: Coordinating with key campus partners on major orientation collaborations such as, but not limited to, Academic Showcase, Success Teams and Success Teams initiatives (incorporating Salesforce, executing tours, developing success plans), Online Advising and Course Registration, Monarch Family Portal (CampusESP), online orientation with Advantage Design Group, orientation facilitation/presentations.
 - 20% Assessment and Technology: Collect and analysis data within the new student experience journey. Utilize technology (Salesforce) for registration and communication (Marketing Cloud). Develop comprehensive assessment plans and reports for the new student experience
 - 10% Retention and Exploration: Coordinate retention initiatives, such as but not limited to success teams, success plans, and overseeing family engagement initiatives. Correspond and troubleshoot barriers and opportunities for student success. Support student success by assisting in the coordination of Major Exploration Week and other opportunities to assist exploratory students.
 - 5% Other: Support registration and retention initiatives, other duties as assigned.

Minimum Qualifications

- **Master's Degree in Higher Education or related field.**
- Considerable knowledge of new student experience (orientation) best practices and trends.
- Considerable knowledge of student development theories, practices, program/event development/management, assessment and evaluation.
- Demonstrated ability to lead.
- Ability to prioritize in a multi-task environment.
- Considerable experience with students in an academic environment and in new student programs.
- Considerable higher education work experience.
- Considerable customer service experience in education setting.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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