Kirby Student Center

Bulldog Beginnings
Extended Orientation Manager Position Description

Bulldog Beginnings Managers

As 1 of 3 Managers, you will be responsible for the development and implementation of holistic orientation programs designed to serve the new students. These positions will serve to fulfill a logistical, organizational, operational, and leadership role within the Bulldog Beginnings program in Kirby Student Center. With the assistance of the New Student Programs and Student Development Coordinator, the Managers will play a critical role in leading the Event Staff team and planning Bulldog Welcome Week, Welcome Back Week, and first-year events.

This role is a paid position, and the workload starts with a few hours per week and builds in hours during the summer. The preliminary responsibilities and expectations of the positions are listed below, while other responsibilities may be assigned when appropriate. Bulldog Beginnings seeks students from a variety of background representing diverse hometowns, interests, majors, campus affiliations, and personal qualities of the students attending UMD. We’re looking for team members who are passionate about service, innovative, creative, proactive, and dependable.

Extended Orientation Manager

This role will work on the creation of a shared experience that occurs prior to the first day of classes and assists incoming students successfully transition to UMD.

Responsibilities

• Community Development & Educational Enrichment
  ○ Developing first-year events designed to facilitate conversations and interactions amongst all incoming students to help form social connections and create a sense of community
  ○ Meeting with student organizations and campus partners as programmatic pieces develop
  ○ Managing and accepting proposals from student groups/campus partners to host events
  ○ Assisting the Transition Programs Manager with event planning and execution

• Event Management
  ○ Overseeing and supervising the Event Staff during Bulldog Beginnings events
  ○ Meeting with facilities, dining, parking, etc. to discuss program elements and service needed
  ○ Coordinating and managing schedules, inventory, rosters, signage, etc.

• Communications & Engagement
  ○ Working with the Communications Manager for Kirby Student Center on creating content ideas for materials needed for incoming students in their transition to campus – including but not limited to summer mailings, t-shirt designs, and pieces given away during Orientation
  ○ Assisting with the mobile app selection, content, and design

• Administrative Duties
  ○ Attending staff, supervisory, and campus partner meetings
  ○ Assist with recruiting, hiring, and training student leaders
  ○ Providing input regarding the allocation of funds in the budgeting process, when needed
  ○ Serve as the point person for answering phone calls and responding to emails

• General
  ○ Making decisions while always considering the potential impact on incoming students
  ○ Completing office hours at Kirby 101 desk or the Bulldog Beginnings office
  ○ Filling-in at Kirby Welcome Desk, as needed
  ○ Assisting with cleaning out Bulldog Beginning files and storage
  ○ Providing customer service to Kirby 101 guests

• Other Duties As Assigned
Kirby Student Center

Bulldog Beginnings

Extended Orientation Manager Position Description

The duties and responsibilities of all Kirby student employees include:
- Adherence to the Kirby Student Center mission and core values
- Participation in an ongoing training and development program
- Dedication to quality customer service
- Commitment to understanding diverse perspectives
- Focus on effectiveness and efficiency in team and individual tasks
- Strong desire to foster success in self and others
- Strong desire to have a good time!

Required Qualifications
- Must be a current UMD degree-seeking undergraduate student registered for the Fall 2020 semester
- Have a cumulative GPA of 2.5 or above
- Energy, enthusiasm, and sensitivity for assisting students facing many new experiences
- Demonstrated effective teamwork, communication, and conflict resolution skills
- Ability to exhibit professional conduct at all times
- Meet with I-9 administrator to submit documentation for Section 2 of the I-9 on or before the first day of work

Preferred Qualifications
- Be willing to learn about KSC programs, publications, and outreach efforts
- Effective communication skills and a willingness to learn how to have difficult conversations
- Ability to manage details and piece together many pieces of separate data
- Ability to work independently and under direction
- Event management experience

Time Commitment & Training
- Onboarding during Winter Break
- Attend Kirby Student Center mandatory employee training Spring 2020: 1/13-1/14
- 10-15 hours/week during Spring 2020, including staff and supervisory meetings
- 20-30 hours/week during May-July 2020
- 30-40 hours/week August 2020
- 5-10 hours/week Fall 2020
- Be available for long days and extended hours from 8/27-8/31
- Attend NODA Region 5 Conference: March 20-22, 2020 in Springfield, IL
- Attend Bulldog Beginnings student leader training: TBD
- Attend Kirby Student Center mandatory employee training Fall 2020: TBD

Compensation
- $11.00/hour of their work
- Valuable work experience for future employment
- Development of leadership and organizational skills

Reports To
- Program Coordinator (Direct Supervisor)
- Can take direction from any KSC professional staff member
Kirby Student Center
Bulldog Beginnings
Extended Orientation Manager Position Description

Questions & Selection Information

• Contact Emily Borra at 218-726-8740 and/or ekborra@umn.edu for more information

How to Apply
Applications must be submitted online and include a resume and cover letter stating why you are interested in the position. To be considered for this position, please click the “Apply” button and follow the instructions. After you complete the online application, you may be attach your cover letter and resume by accessing your "My Activities" page and uploading documents there.

Job application ID is 334042. You must apply through the UMD Human Resources website. Click on this link to apply. If that doesn’t work, search for the job application ID.

Program/Unit Description: Kirby Student Center is the hub of student activities on the UMD campus. KSC houses and supports more than 270 student organizations, the Kirby Leadership Institute, the Welcome Desk, and Event and Conference Services. Through the efforts of ten professional staff and more than 30 student employees, Kirby strives to offer a positive and engaging experience for everyone the UMD campus.

OUR MISSION Kirby Student Center creates community at the heart of campus. We do this by serving the needs of the campus and community by providing involvement opportunities, services, programming and facilities that promote and strengthen the student learning experience for everyone on the UMD campus.

OUR VISION We will be the true center of campus: the place where students, staff, faculty and community will meet to learn from each other and share experiences in inclusive, innovative and inspiring ways.

OUR VALUES Student development, connection, inclusivity, support and excellence.