

Orientation Coordinator

Under direct supervision of the Director of Residential Life and Student Activities, the Orientation Coordinator is a paid 32-40 hour per week position working with multiple offices across the Maine Maritime Academy campus. The Orientation Coordinator plays a major role in planning and facilitating New Student Orientation with the Orientation Leaders and professional staff. This is a live-in position with a single room and private bathroom for the duration of summer in residential housing. Access to a kitchen will be available all summer for you to provide your own meals. This position is paid at an hourly rate per Maine State minimum wage. Possible internship credit for eligible students enrolled in LO-400.

Roles and Responsibilities:

Admissions:

- Give tours, as needed, to prospective students and families.
- Maintain a professional, enthusiastic and friendly public relationship to those who contact the Office of Admissions.
- Data input, assistance with admissions mailing and other projects as needed.
- Offer student interaction to the visitors to the campus throughout the summer.
- Assist with Discovery Voyage and other groups visiting campus.

Conferences:

- Serve on a duty rotation for required building oversight for overnight conferences.
- Assist with key packets and registration for conferences, as needed.
- There are a few times during the summer where large conferences will create required overtime work. Overtime hours will be paid at a rate of time and a half.

Student Life:

- Assist in the planning, preparation, execution, and evaluation of New Student Orientation.
- Prepare the residence halls for the Fall semester (ex: inventories, key, etc.).
- Provide front desk coverage, as needed.
- Assist with the planning of Fall Semester events and programming.
- Other duties as assigned.

Timeline:

Summer work start and end dates are negotiable, but may extend from mid-May through the start of the semester in late-August. The time commitment is 12-16 weeks throughout the summer, with room for negotiating un-paid vacations. Student must reside on campus and must have a cell phone for duration of employment. There will be a spring training that Orientation Coordinators are required to attend during the spring semester prior to full time employment.

Qualifications:

Required: Full time Maine Maritime Academy Student with a 2.3 GPA or higher and good academic standing. Student must be in good disciplinary standing. No other outside commitments are permitted unless approved ahead of time by the Director of Residential Life and Student Activities.

Preferred: Orientation Leader and/or Student Leader experience, lifeguard certification, crisis response experience, CPR and/or first aid certification, and customer service experience.