

ASSISTANT DIRECTOR OF SPECIAL EVENTS AND ORIENTATION

ADMISSIONS

Description: The Assistant Director of Special Events & Orientation is responsible for managing undergraduate recruitment events. Incumbent will plan, administer, train on, and participate in all special events hosted by the Office of Admissions. This shall include the coordination of the on-campus and off-campus Admissions events, Freshman Orientation, and all other Orientation sessions. The Assistant Director will supervise the Presidential Ambassador and Orientation Leader groups. The Assistant Director of Special Events & Orientation reports to the Executive Director of Admissions.

Minimum Requirements: A bachelor's degree and at least two years of recruitment, programming, or orientation experience. A master's degree preferred. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

Knowledge, Skills and Abilities: Must be able to communicate effectively verbally and in writing, operate in a challenging and stressful environment, as well as work independently to meet deadlines.

Hire Range: \$36,000 – \$39,000 or Commensurate with experience

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

Weekend and evening work required

Class Code: CB70– State Title: Student Services Program Coordinator II

Position #:061068357 – Band: 05

Apply on-line 24/7
jobs.sc.gov



View Lander's
Fringe Benefits



Applications must be submitted online at www.jobs.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.