Classification Description

Job Title: **Coordinator, Student Transitions** **Pay Grade:** **107**

Job Code: **4054** **FLSA Status:** **Non-Exempt**

Job Purpose

The Coordinator, Student Transitions, implements programming, training, and student development for Student Transitions for all FSW campuses. The Coordinator assists students and their families with transitions to FSW. This position provides leadership and guidance for all FSW students. This position assists the Student Transitions team with New Student Welcome and Orientation, and implementation, marketing, planning, and student involvement for Student Transitions department. The Coordinator has direct supervision and management of Peer Mentor program and students and reports directly to the Assistant Director, Student Transitions.

General Responsibilities

Essential Functions

Select, train, and supervise Peer Mentor student staff and assist with supervision of student workers.

Collaborates and partners with campus partners for New Student Welcome and Orientation, and Student Transitions programming, training, and student development for all FSW students.

Provides logistical support to New Student Welcome and Orientation through session facilitation and serving and assisting with oversight of Peer mentor staff.

Manages and maintains Peer Mentor program to support New Student Welcome and Orientation, and SLS Courses.

Works directly and collaboratively with faculty and administration with SLS Course and provides support and training for faculty and administration regarding Peer Mentors who will work with SLS faculty and administration.

Assists with creation and marketing of calendar and advertisement for Student Transitions.

Assists with training for Bucs Corner with campus partners for all FSW campuses.

Prepares and distributes promotional information via multiple channels to communicate student programs and services on and off campus, and assists with selection of and purchasing for promotional items related to Student Transitions.

Serves as Student Transitions liaison between faculty and external community representatives to evaluate and expand campus resources and services.

Assist Student Transition team with budget management for department.

Develops and implements leadership opportunities to enhance the academic experience through services and programming to support students who are new to the FSW community.

Assists Assistant Director with assessment and creating reports for areas of responsibility (Peer Mentor, programming, etc.), participates in committees, supports Student Transitions department and Student Life programs and mission. Provides regular recommendations for program and training improvements.

Maintains Bucs Corner and social media for Student Transitions for Peer Mentor and Student Transitions programming. Supports and participates in planning, implementation (as requested), and programming for Student Transitions and Student Life.

Maintains regular contact with student leaders (including but not limited to Peer Mentors) to develop responsible decision-making, assess student interests, respond to student needs and anticipate student programming/leadership issues.

Performs general departmental duties as assigned.

Monitors compliance and is knowledgeable of College, state, and federal policies and procedures.

Assists Student Transitions team with student worker hiring, training, supervision, and evaluations.

May be responsible for monitoring and supervising special projects as directed by Assistant Director and Director.

Works with Care Services to provide support and resources for all FSW students.

Serves on College and division committees.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in business, communications, public relations, English or a related field.

Two (2) years of full time, professional work experience in a student services area of higher education or related field. Appropriate combination of education and experience may be substituted.

Ability to travel to businesses, schools and other community contact locations independently.

Demonstrated experience using a personal computer, office software such as MS Office (MS Word, MS Excel, and Publisher) and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Willingness to work flexible hours as needed.
- Attention to detail and administrative tasks.
- Consistency in follow through with communication.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.

- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 40 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 21, 2023. Reviewed: November 2, 2023(r). Revised: July 1, 2024, January 28, 2026 (r).