

BRYN MAWR

COLLEGE

Assistant Director of the First Year Experience

Bryn Mawr College seeks an Assistant Director of the First Year Experience who will provide a holistic, guided, and positive experience for all first-year students, helping them transition to and successfully navigate their first year. The successful candidate will collaborate with the Associate Dean of the First Year Experience to create vibrant and purposeful programming and support services for first-year students.

DUTIES AND RESPONSIBILITIES

THRIVE (First-Year Experience Seminar)

- Coordinates and provides all administrative oversight for THRIVE, the College's fall semester first-year experience seminar.
- Collaborates with the Associate Dean and campus partners to connect course curriculum with the Integrated Approach to Wellness.
- In collaboration with the Associate Dean, establishes a clear and intentional assessment protocol.
- Recruits and provides ongoing weekly training for course facilitators.
- Maintains digital content and keeps records including cohort information, attendance records, and assignment completion.
- Facilitates two sections of THRIVE and may serve as substitute for other facilitators, as necessary.
- Works with the Registrar's Office on course scheduling and enrolling all first-year students in THRIVE.
- Serves as the primary contact for all inquiries regarding THRIVE and is the instructor of record for the submission of grades.

First-Year Onboarding and Summer Communications

- Collaborating with the Associate Dean, the Assistant Director coordinates all communication with incoming first-year students regarding summer deadlines, preregistration, arrival information, etc. to ensure a smooth transition to the College.
- Develops and implements a robust and well-balanced orientation program and welcome experience for first-year students and their families in collaboration with the Associate Dean and other College offices.
- Develops and sends the summer weekly Tuesday Newsletter.
- Develops and implements interest groups and virtual activities designed to engage entering students over the summer in collaboration with the Graduate Assistant of the First Year Experience.

- Tracks student completion of summer requirements and tutorials in collaboration with the Graduate Assistant of the First Year Experience.
- Assists in maintaining the FYE Moodle course.

First-Year Programming and Support

- Develops and sends weekly First Year Student Newsletter
- Offers weekly drop-in hours and appointments for first year students seeking support and refers to campus resources as appropriate.
- Develops and implements a comprehensive spring engagement program to support, inform, and engage first-year students as they complete their first year of college, collaborating with campus partners as needed.
- In collaboration with Associate Dean and Graduate Assistant, develops and implements a first-year engagement program, connecting students with Philadelphia's history and culture.
- In collaboration with Associate Dean and Graduate Assistant, develops the first-year experience mentorship program.
- Assists in maintaining departmental websites to ensure current and accurate information is available to first-year students.

Student Staffing and Supervision

- Recruit, hire, train, and supervise Orientation Leaders (OL).
- Recruit, hire, train, and supervise Customs People (CP) and develop and execute ongoing staff development, training, and mentoring.
- Participates in the Dorm Leadership Advisory Group.
- Supervises the Graduate Assistant of the First Year Experience in collaboration with the Associate Dean.

On Call Responsibilities

- The Assistant Director is part of the Division's on call rotation designed to provide consultation and/or response for emergency situations, such as physical and mental health crises, alcohol and drug incidents, and interpersonal conflicts.

Performs other job-related duties as assigned or directed.

QUALIFICATIONS

- Master's degree in Higher Education Administration, College Student Personnel, or a related field preferred. Bachelor's degree required.
- Minimum of two years professional experience required in student engagement, student activities, student life, first-year or new student programs, or related field delivering high-quality student co-curricular learning, training, and programming.
- Commitment to social justice and inclusion and a desire to work with a diverse population.
- Ability to maintain confidentiality and exercise discretion.

- Knowledge of undergraduate student development theory and first-year experience programs preferred.
- Experience supervising and training undergraduate student employees preferred.
- Valid driver's license and vehicle required.
- Ability to work a flexible schedule, including frequent nights and weekends as needed.
- Excellent writing, speaking, and organizational skills.
- Ability to establish and maintain effective working relationships with students.
- Competency with MS Office, college data-management software, Moodle, and web editing platforms, and social media required.

The Assistant Director of the First Year Experience is a full-time in-person position. Review of applications will begin on March 18, 2024. Application deadline is April 5, 2024.