

POSITION VACANCY

Director of Orientation and Belonging

POSITION SUMMARY

The Director of Orientation and Belonging provides leadership for programs and initiatives that support student transition, connection, and persistence at Westminster College. This role includes the opportunity to design and implement new initiatives that strengthen belonging and student connection, with flexibility to shape programs and strategies based on institutional priorities and the Director's professional expertise. Reporting to the Vice President for Student Affairs and Dean of Students, the Director coordinates new student orientation and transition programs, supports campus initiatives related to belonging, and contributes to data-informed student success and retention efforts.

Westminster College approaches student success as a shared institutional responsibility grounded in the belief that students thrive academically when they experience connection, purpose, and support within the campus community. Student success work at Westminster integrates academic and student affairs partnerships, recognizing that belonging, well-being, and engagement are foundational to students' ability to learn and persist. This position plays an important role in coordinating initiatives that help students build relationships, navigate the transition to college, and connect with the resources and opportunities that support their success.

This role focuses on coordination, program leadership, and cross-campus collaboration rather than direct supervision of multiple departments, working with partners across Academic Affairs and Student Affairs to strengthen systems that support student transition, belonging, and persistence.

KEY RESPONSIBILITIES

Orientation, Transition, and Student Onboarding

- Co-chair the Matriculation Team with the Associate Dean for Academic Affairs to align academic and co-curricular onboarding initiatives, including New Titan Day events, orientation, matriculation processes.
- Provide leadership and administrative oversight for new student orientation programs, including planning, implementation, and evaluation.
- Ensure onboarding programs are intentionally designed to foster early connection and students' sense of belonging, as well as students' identity as college learners.
- Provide curricular consultation for WST101, a course that supports the transition to college for first-year students; teach one section of WST101 annually.
- Recruit, select, train, and supervise Orientation Student Coordinator and Orientation Leaders who support onboarding programs.
- Coordinate orientation experiences for specific student populations, including transfer, international, and early college students.
- Partner with campus offices including Admissions, Residence Life, Student Success, and Athletics to ensure orientation programs prepare students for academic engagement, community connection, and student involvement.

- Ensure onboarding programs are designed in nuanced ways to support students' sense of belonging.
- Assess orientation and transition programs and use findings to strengthen future initiatives.

Belonging and Campus Climate Leadership

- Lead the development and implementation of a campus-wide approach to belonging, including the design of new initiatives, programs, and strategies that strengthen students' sense of connection and community.
- In partnership with the Vice President for Student Affairs, contribute to institutional strategy related to belonging and campus climate, with flexibility to shape priorities based on assessment, emerging needs, and professional expertise.
- Coordinate and implement the Council of Independent Colleges (CIC) Belong program and integrate its principles into co-curricular and student-facing practices.
- Develop and lead co-curricular initiatives that promote constructive dialogue, engagement across difference, and community-building among students.
- Chair and develop the Cultural Programming Collaborative, working with campus partners to design and implement co-curricula and educational programming.
- Provide consultation to Student Affairs departments and campus partners on how policies, practices, and processes may support or impede students' sense of belonging.
- Design and facilitate training for student leaders (e.g., Orientation Leaders, Resident Assistants, Peer Health Educators, Peer Success Coaches, and Student Government) focused on belonging, inclusion, and community engagement.
- Co-advise the Student Government Associate alongside the Vice President for Student Affairs, with a focus on supporting the work of the Campus Belonging Committee.
- Coordinate the College's bias reporting and response process, including documentation, follow-up, and educational responses in collaboration with appropriate campus partners.
- Assist with the administration and interpretation of campus climate and belonging assessments and use findings to inform program development.
- Support institutional efforts related to global and exchange programs by assisting with transition and on-campus support for international and exchange students and contributing to programs that connect students to the local community and broader United States experience.

CORE COMPETENCIES AND LEADERSHIP ATTRIBUTES

Student Transition and Onboarding Expertise – Demonstrates a strong understanding of the student transition to college and applies evidence-based strategies to design and implement onboarding experiences that support connection, engagement, and preparation for college-level learning and student success.

Commitment to Belonging and Community – Demonstrates the ability to design, implement, and assess initiatives that strengthen students' sense of mattering and inclusion within the campus community.

Collaborative Leadership - Builds strong partnerships across departments and works effectively with colleagues in both Academic Affairs and Student Affairs to support student success.

Student-Centered Philosophy - Demonstrates empathy, compassion, and a developmental approach to working with students and student leaders.

Data-Informed Practice - Uses assessment, student feedback, and institutional data to evaluate programs and guide improvements.

Program Development and Coordination - Designs and implements student-centered programs that support transition, engagement, and persistence.

Communication and Facilitation Skills - Communicates effectively with diverse audiences including students, faculty, staff, and campus leaders.

Professional Integrity and Accountability - Maintains confidentiality, manages sensitive information appropriately, and upholds institutional policies and standards.

Adaptability and Initiative - Responds constructively to emerging challenges and opportunities while advancing institutional priorities.

QUALIFICATIONS

Required

- Master's degree in Higher Education Administration, Student Affairs, Counseling, or a related field.
- Progressively responsible experience in student affairs, orientation and transition programs, student engagement, or related areas.
- Demonstrated success in orientation, transition, and belonging initiatives.
- Experience working collaboratively across departments or divisions.
- Strong organizational, communication, and problem-solving skills.
- Willingness to work evenings and weekends as needed for orientation programs and student activities.

Applications will be accepted until the position is filled, but those submitted by **April 20** will be given the fullest consideration. Please send a resume, cover letter, and three professional references by email to SAJobApplications@westminster.edu Westminster College is an Equal Opportunity Employer.