



Office of

ORIENTATION & TRANSITION

THE UNIVERSITY OF UTAH

POSITION DESCRIPTION

Orientation & Transition
Graduate Orientation
Coordinator



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A MESSAGE FROM THE DIRECTOR



Hi! My name is Erin Sine and I am the Director of the Office of Orientation & Transition. As an alumna of the “U” I consider it a privilege to assist the next generation of new students to the University of Utah. As we gear up for the upcoming Orientation season, I am excited to promote an opportunity that would enhance your graduate, professional and orientation experience at the University of Utah.



ERIN SINE

Being a Graduate Orientation Coordinator for the Office of Orientation & Transition is not just a position; it's a chance to play a vital role in shaping the first impressions of incoming students. It's an opportunity to make a lasting impact and contribute to the warm and inclusive community we take pride in at the University of Utah. Your unique perspective and experiences as a graduate student can inspire and guide incoming students as they embark on their own academic adventure. The University of Utah sits in the heart of our great State. Utah is known for its breathtaking landscapes, friendly communities, and serves as a perfect backdrop for your academic journey. The vibrant culture, diverse experiences, and the spirit of innovation that permeate our university create an enriching environment for personal and professional growth. By joining our team, you'll not only be a crucial part of welcoming new students and their families, but also have the chance to showcase why the University of Utah is a place like no other. Don't miss out on this opportunity to be a leader, a mentor, and a representative of the excellence that defines the University of Utah; and let's continue making our university a welcoming home for every student.



#1

**PUBLIC SCHOOL
IN THE WEST**
-WALL STREET JOURNAL

**RANKED TOP
10**

**BEST COLLEGE
IN THE US**
-WALL STREET JOURNAL

WELCOME TO THE UNIVERSITY OF UTAH

Mission

The University of Utah fosters student success by preparing students from diverse backgrounds for lives of impact as leaders and citizens. We generate and share new knowledge, discoveries, and innovations, and we engage local and global communities to promote education, health, and quality of life. These contributions, in addition to responsible stewardship of our intellectual, physical, and financial resources, ensure the long-term success and viability of the institution.

Higher Education Innovation

As Utah's flagship research institution, the University of Utah plays an instrumental role in the entrepreneurial and economic well-being of the state. The U has a long history of being at the forefront of innovation in a wide-range of fields that include business, bioengineering, health care and computer science. Our path-breaking research is the result of world-class faculty working in collaboration with staff, students and the community, and supported by access to first-rate facilities. The U values interdisciplinary partnerships that reflect diverse perspectives and voices from throughout our campus, the state and the world. As we strive to provide an exceptional educational experience for our students, we see timely completion as our most urgent obligation while ensuring access to higher education remains a priority. Tactics guiding this initiative include innovative models of financial assistance, college-to-career investments and use of data analytics to guide students on their academic pathway.

The University of Utah Values Transformative Experiences & Exceptional Education

A Student's possibilities are immense. The U's curriculum provides every student with a wide range of fields engaging the most exciting, challenging, and essential topics to enable them to live transformational lives. The innovative pathways and programs of undergraduate education at the U seek to bring the world into the classroom, engage them with peers and mentors, create shared moments of belonging they won't find in traditional classes or at other universities, and prepare them to lead impactful lives for Utah, the nation, and the world. Our commitment is to student success and sharing transformative experiences and an exceptional education that they will value the rest of their life.

Salt Lake City

Located in the bustling urban landscape of Salt Lake City, the University of Utah stands as the state's flagship institution and the region's hub of higher education. Also known as "the U," we are a Tier 1 research university and a member of the exclusive Association of American Universities. Home to the state's only academic medical center, we offer world-class health care education and patient care. Driven by our goal to become a top 10 public university with unsurpassed societal impact, we're committed to making social, economic and cultural contributions that improve the quality of life throughout the state, the nation and the world.



OFFICE OF ORIENTATION & TRANSITION

MISSION STATEMENT & VALUES

Mission Statement

We are dedicated to innovatively welcoming and engaging every new student and their supporters by providing essential information to ensure a successful start to their University of Utah journey.

Why Statement

The Office of Orientation & Transition provides resources and experiences that ignite passions, so new students can thrive, grow, and imagine themselves at the University of Utah.

About Us

The Office of Orientation & Transition's primary focus is to assist new students and their families as they transition to the University through comprehensive programming that takes place throughout the calendar year. This includes Utah Bound Orientation, Swoop Camp Extended Orientation, Weeks of Welcome, and Summer Send Offs.

To support these efforts, the Office of Orientation & Transition trains the Student Leadership Team and Orientation Leaders (OLs) to help facilitate multiple sessions of first-year, transfer, and guest Utah Bound Orientations, Summer Send Offs and Weeks of Welcome events. These leadership roles provide undergraduate students the opportunity to learn more about orientation programming, the University of Utah, the field of higher education, leadership skills, and themselves.



WELCOME HOME!

WHY SALT LAKE CITY

Salt Lake City is the Capital of Utah, nestled in the Rocky Mountains along Wasatch Range, to the east and the shimmering waters of the Great Salt Lake, to the west, Salt Lake is an eclectic mix of diverse pastimes, inclusive cultures and varied landscapes—all coming together in our modern mountain hub of the west. From Broadway productions to local acting companies, from ballet to outdoor concerts, there's something new to discover daily. Just ask one of our friendly locals who are always happy to share a hidden gem.

Mountains, Outdoors, and State Parks

Little Cottonwood Canyon:

- One of the two largest canyons within the mountains that tower above the city, the somewhat misnamed Little Cottonwood takes adventurers up to big mountains and impressive resorts.
- If you think Utah is a desert, you're in for a surprise in the nearby Wasatch Mountains. Big & Little Cottonwood canyons offer classic alpine experiences—hiking and biking through aspen-shaded trails and chairlift rides with spectacular views. But, you can also choose to be pampered at one of the world-class resorts.

Zion National Park

- Visitors can traverse the high country like desert bighorn sheep, ascend cliffs like peregrine falcons or browse the valley floor like mule deer. In winter, the shuttle buses are gone with the crowds and the main canyon, along with Kolob Canyon to the west and Zion's east side, are all open to traffic.

Arches National Park

- Arches National Park is a visual delight that boasts the greatest density of natural arches in the world. Sweeping vistas of delicate arches and spires team up with the fragile soil to give the park its unique appearance. The elegance of Arches can be explored at Devils Garden, Balanced Rock and Utah's iconic Delicate Arch.



Entertainment

The Gateway

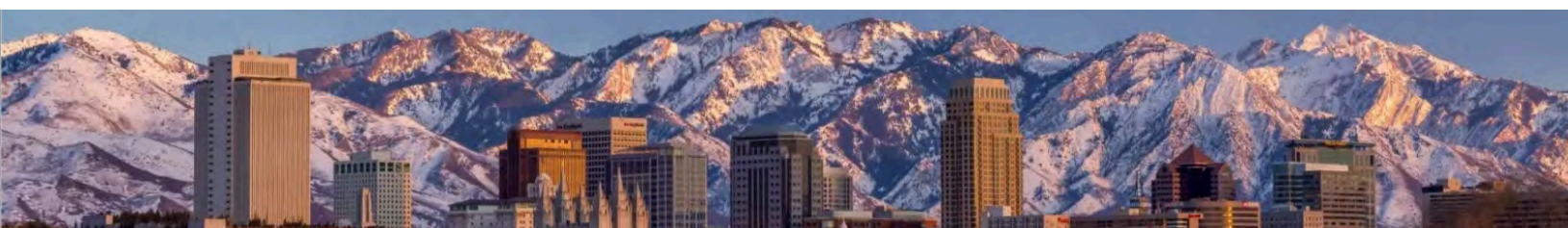
- The Gateway is thriving as the vibrant centerpiece to Downtown Salt Lake City. Home to more than a million square feet of shopping and dining, modern living and office space, and the emerging arts and culture district, The Gateway also hosts a dynamic calendar of community-driven events—and the best entertainment destinations Salt Lake City has to offer. The Gateway's growing roster includes Utah's first Dave & Buster's, Megaplex Theatres, La Barba Coffee, The Depot by Live Nation, Clark Planetarium, Discovery Gateway Children's Museum, and Wiseguys Comedy Club.



Shopping

City Creek

- With more than 100 stores like Macy's, Nordstrom and Tiffany & Co., it's a shopper's paradise. The area also has excellent restaurants, including Cheesecake Factory, Brio Tuscan Grille, Blue Lemon, and Capital Grille. The City Creek area also features a grocery store, Harmons, offering everything from the basics to gourmet takeout and fresh baked breads.



POSITION OVERVIEW

The **Orientation & Transition Graduate Orientation Coordinator** will aid with the coordination and implementation of University of Utah’s Utah Bound Orientation for our new first-year, transfer students along with their families. This position will be expected to work 40 hours per week during the summer. Start and end dates are semi-flexible, but preference will be given to candidates who can begin on or before May 1st, 2026. The position is expected to end on or before August 1st, 2026.

OPPORTUNITIES FOR IMPACT

1. Student Development and Connection

- Be a resource for student staff and incoming students as they navigate new spaces and communities.

2. Program Review and Recommendation

- The Office of Orientation & Transition focuses on student experience feedback to shape program design. Review student data in realtime to shape the decision making process for incoming students.

3. Building Traditions and Supporting Staff Dynamics

- Be apart of starting and continuing new student staff traditions. Team dynamics are foundation to team development.



OUR UTAH BOUND ORIENTATION AT A GLANCE

50 Student
Orientation
Leaders

3,800+ Parents,
Families & Supporters

6,900+ First Year
Students

1,700+ Transfer
Students

GRADUATE ORIENTATION COORDINATOR

The primary goal of this position is to provide the graduate students with hands-on experience in organizing and facilitating a successful Utah Bound Orientation program. This experience will develop the student's skills in event planning, communication, leadership, problem-solving, and working in a diverse, fast-paced environment. Specific objectives include:

1. Understanding the Utah Bound Program Framework

- Gain a comprehensive understanding of how Utah Bound programs are structured and the roles they serve in student transition and success.
- Learn about the key departments, resources, and services the Utah Bound partners with.

2. Event Planning and Coordination

- Contribute to the planning and execution of Utah Bound Orientation events, such as opening sessions, campus tours, breakout sessions, and evening social activities.
- Develop skills in logistics management and scheduling.
- Support the coordination of Utah Bound Orientation materials.

3. Facilitating Student Engagement

- Develop techniques for facilitating discussions, answering questions, and engaging students in both formal and informal settings.
- Learn strategies to foster a welcoming and supportive environment for students from all backgrounds.

4. Communication and Marketing

- Assist with internal and external communication efforts, including email campaigns, social media outreach, and website content creation for Utah Bound Orientation.
- Learn best practices for communicating with new students and their families, and gain experience in crafting messaging for different audiences.

5. Leadership and Supervision

- Gain experience supervising and supporting undergraduate Orientation Leaders (OLs), helping them navigate their roles and responsibilities.
- Develop leadership skills by guiding teams, offering feedback, and supporting OLs in group facilitation and problem-solving.

6. Assessment and Reflection

- Contribute to the evaluation process by collecting feedback from students and orientation Leaders about the program's effectiveness.
- Participate in post-Utah Bound Orientation reflection sessions with the team to identify successes and areas for improvement.

KEY RESPONSIBILITIES

Below is a list of specific tasks and responsibilities the intern will be expected to perform during the internship:

Pre-Utah Bound Orientation Planning

- Prepare Utah Bound Orientation materials.
- Collaborate with campus partners (e.g., academic departments, student services).
- Coordinate logistics for activities like campus tours, and evening social events.
- Support Orientation Leader recruitment and training, including organizing tabling and onboarding training.

Utah Bound Orientation Execution

- Assist with on-site registration and check-in for students and families.
- Manage logistics for various activities and sessions (setting up rooms, distributing materials, ensuring the smooth operation of events).
- Support student leaders in managing their small groups and answering student questions.
- Serve as a resource person for new students, answering questions and guiding them to the appropriate campus services (e.g., dining, academic advising).
- Engage with guests and family members, providing them with information and resources for supporting their student's transition.

Post-Utah Bound Orientation Follow Up

- Assist in collecting feedback from students, guests, and Orientation Leaders (e.g., surveys, focus groups).
- Analyze feedback to help identify areas of improvement for future Utah Bound Orientations.
- Contribute to a final report summarizing the successes and challenges of the program and any suggestions for future improvements.



SKILL DEVELOPMENT & COMPETENCIES

The internship will have the opportunity to develop the following professional competencies:

1. Project Management -- Through assisting Utah Bound Orientation event logistics and coordinating resources.
2. Leadership & Teamwork – By supervising and supporting Orientation Leaders, participating in team meetings, and collaborating with other departments.
3. Communication & Public Speaking – Through direct interaction with incoming students and families, presenting information.
4. Problem-Solving – Navigating unexpected challenges that may arise during Utah Bound Orientation (e.g., last-minute changes, student issues).
5. Cultural Competence – Understanding the different backgrounds of new students and developing strategies to make the Utah Bound Orientation experience more welcoming for all students.
6. Feedback & Reflection – Learning how to assess the effectiveness of events and programs, incorporating feedback into future practices.

EVALUATION & FEEDBACK INFORMATION

Feedback will be provided in the following ways:

- **Weekly Check-Ins:** Regular one-on-one meetings with supervisor to discuss progress, challenges, and learning opportunities.
- **Mid-Point Review:** A formal evaluation of progress, with feedback on strengths and areas for improvement.
- **Final Reflection:** A meeting with supervisor at the end of the position to discuss overall performance, learning outcomes, and future career goals.
- **Peer Feedback:** Opportunities for the Graduate Orientation Coordinator to receive feedback from Orientation Leaders, fellow Graduate Orientation Coordinator.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

In addition to the daily tasks, the Graduate Orientation Coordinator will have opportunities to:

- Network with faculty, staff, and other higher education professionals to explore career paths and build connections in higher education.
- Gain exposure to other areas of Higher Education, such as academic advising, and student engagement.

ADDITIONAL QUALIFICATIONS

- Prior experience as an Orientation Leader or staff member.
- Prior supervision experience.
- **Weekly Hours:** The Graduate Orientation Coordinator will work approximately 40 hour a week, with flexible evening shifts during orientation events.
- Must be entering first or second year of graduate studies, pursuing a master's degree in higher education, student affairs, or a related field.
- Ability to work a 12-13 week period between the beginning of May through the beginning of August (exact dates to be determined by the successful candidates and supervisor).
- **Mentorship:** The Graduate Orientation Coordinator will be paired with an Orientation Leader or Pro Staff member for additional mentorship and guidance throughout the internship.

FEATURED BENEFITS

1. The Graduate Orientation Coordinator will receive a stipend of \$7,250 before taxes.
2. A Private Pod through On-Campus Housing for the period of May 2026 to August 2026.
3. Meals provided during Orientation programming and Dining Dollars.