



Assistant Director of First-Year Experience Program

St. Bonaventure University, full time position. The Assistant Director works with the Director of the FYE and the First-Year Experience Council to implement and continue development of the University's program. The Assistant Director has primary responsibility for the development, coordination and implementation of annual Orientation and Welcome Days programs and for providing leadership for programming components of the First-Year Experience.

Education: Bachelor's Degree required; Master's Degree preferred.

Experience: Minimum of two years experience in higher education; experience with freshman Orientation and working with first-year students and their parents preferable.

Technology: excellent working knowledge and understanding of Microsoft Word, Excel, PowerPoint and Publisher required.

This position requires significant commitment of evening and weekend work especially during events such as summer Orientation and Welcome Days.

Appointment will begin January 11, 2010. Interested parties should send cover letter and resume to The Office of Human Resources, St. Bonaventure, NY 14778. EOE