Desired Skills and Interests: Applicants should possess an interest in orientation, first-year & transfer student issues, event logistics, and student/leadership development. Additionally, applicants should have experience with event planning and event coordination, technology (software & hardware/devices) and student leadership. The ability to lift boxes (approximately 20lbs.) and to assist with staffing summer orientation, extended orientation, spring orientation and other FYE events is required. Due to our summer schedule practicums/internships must be completed at UWG or the immediate surrounding area.

Qualifications: Applicants must be applying to, accepted, or enrolled in the Professional Counseling – Student Affairs Graduate Program at University of West Georgia. A two-year commitment for this Graduate Assistantship is preferred.

New Student Orientation
- Assist in the planning and implementation of summer, August, spring, Ignite, and Move on When Ready Orientation programs, including but not limited to:
  - Editing publications, scheduling speakers, reserving spaces, and coordinating events & presentations.
  - Planning and coordinating orientation Student Organization Fair.
  - Providing on-site logistical assistance to students and guests attending orientation.
  - Supervision and direction of Orientation Leader and Color Team Leader staff members.
- Design, implement, and maintain digital event logistics and management for New Student Orientation via Welcome West app (Guidebook)
- Coordination and staffing of orientation nighttime activities during freshman orientation sessions
- Develop and implement assessments and evaluation of summer, August, spring, Ignite, and Move on When Ready orientations including extended orientation.
- Coordinate with student leaders to plan and execute the Orientation Leader Banquet.

Extended Orientation
- Assist in the planning and implementation of extended orientation events and activities including but not limited to room reservations, schedule creation, on-site supervision of student leaders, and logistics facilitation for New Student Convocation.
- Assist in training and preparation of Orientation Leader and Color Team Leader staff including but not limited to space setup, training facilitation, supply and logistics, and program development.

Orientation Leader Program / Student Leadership
- Assist in the coordination, advising and supervision, and development of the Orientation Leader Program including but not limited to:
  - Fall recruitment and selection process of Orientation Leaders and Color Team Leaders
  - Spring Orientation Leader Leadership Development Series development and instruction
  - Southern Regional Orientation Workshop (SROW) Conference
  - Summer staff training program, including program sessions, guest-speaker coordination and supply & logistics.
  - Summer staff supervision, scheduling, mentoring, advising, and team/staff mediations
  - Overall student leadership development and advising the student group.
General Office Duties
• Assist FYE team as directed with various programs throughout the academic year.
  o General office responsibilities including but not limited to record maintenance, answering phones, and responding to individual orientation participants.
  o Web maintenance including the FYE/Orientation website, social media, and other digital systems.
  o Encouraged to bring creative ideas and insights to the work of new student orientation, transition, and retention.
  o Other duties as assigned, or as interest leads.

Time Breakdown
• New Student Orientation 35%
• Extended Orientation 20%
• Student Leadership / OL Program 35%
• General office duties & other duties as assigned 10%