

# Graduate Assistant – New Student Programs – First-Year Programs

12-month contract (August – July)

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**Desired Skills and Interests:** Applicants should possess an interest in first-year & transition student programs, 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.), to assist with staffing summer transition programs, and build relationships with campus partners. 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.

## Position Responsibilities and Duties:

### Summer Transition Program: Ignite (65%)

- Assist in the planning and implementation of the Ignite program, including but not limited to:
  - Editing publications, scheduling speakers, reserving spaces, and coordinating events & presentations.
  - Providing on-site logistical assistance to students, faculty, staff, during Ignite.
- Recruit, hire, train, and supervise the Peer Mentors for the Ignite program.
- Develop, coordinate and staff entertainment activities during the Ignite program.
- Develop and implement assessments in collaboration with Academic Coordinator for the Ignite program.
- Coordinate with Peer Mentors to plan and execute the closing Ignite banquet.

### UWG 1101 (15%)

- Co-teach one or more of the Ignite sections of UWG 1101.
- Work with campus partners to update the Presenters Packet for instructors of UWG 1101.
- Review and edit the UWG 1101 textbook content and coordinate distribution to freshman class.
- Assist with the planning and implementation of UWG 1101 instructor training.
- Compile data received from formal and informal assessments.

### Learning Communities (LC) (5%)

- Assist in the administrative tasks associated with Learning Communities including but not limited to: proposals and selection, round table discussions, and LC coordinator training.
- Review and compile data received from formal and informal assessments.

### General Office Duties (15%)

- Assist with Pack Premiere including, but not limited to: marketing, planning events, scheduling volunteers, training of Pack Leaders, staffing tables.
- Assist NSP team as directed with various programs throughout the academic year.
- General office responsibilities including but not limited to record maintenance, answering phones, and responding to individual ignite participants.
- Web maintenance including the NSP/Ignite website, social media, and other digital systems.
- Encouraged to bring creative ideas and insights to the work of new student programs, transition, and retention.
- Other duties as assigned, or as interest leads.