

The Office of New Student Programs

Graduate Assistant for Orientation

\$9,600 – 12 month contract (Aug – Aug) and Tuition Waiver – 20 hr/wk

Direct Report Supervision: Stefanie Kasven, Assistant Director, Orientation, skasven@westga.edu

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 New Student Programs 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.

Position Responsibilities and Duties:

New Student Orientation (35%)

- Assist in the planning and implementation of summer, August, spring, Ignite, and Move on When Ready Orientation programs, including but not limited to:
- 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 Pack Premiere (extended orientation).
- Coordinate with student leaders to plan and execute the Orientation Leader Banquet.

Pack Premiere (15%)

- Assist in the planning and implementation of extended orientation events and activities including but not limited to marketing, planning events, scheduling volunteers, training of Pack Leaders, room reservations, and on-site supervision of student leaders.

Orientation Leader Supervision and Student Leader Development (35%)

- Assist in the coordination, advising and supervision, and development of the Orientation Team 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 and supply & logistics.
 - Summer staff supervision, scheduling, mentoring, advising, and team/staff mediations

General Office Duties (15%)

- 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 orientation participants.
- Web maintenance including the NSP/Orientation website, social media, and other digital systems.
- Other duties as assigned, or as interest leads.