

The Office of New Student Programs

Graduate Assistant for Orientation

12 Month Contract (Aug – Aug) and Tuition Waiver – 20 hr/wk

Direct Report Supervision: Assistant Director, New Student Programs

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, and student leadership. The ability to lift boxes (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 will be completed during the academic year.

Qualifications: Applicants must be applying to, accepted, or enrolled in a graduate program at University of West Georgia. A two-year commitment for this Graduate Assistantship is preferred. Preference is given to students enrolled in the Professional Counseling – College Student Affairs graduate program at UWG.

Position Responsibilities and Duties:

Duties and responsibilities are weighted dependent on classification of first or second year in the assistantship.

New Student Orientation (75%):

- Assist in the planning and implementation of various orientation programs, including but not limited to: Spring, Summer, Fall, Dual Enrollment, Extended Orientation (Pack Premiere), and Summer Bridge Programs (Ignite)
- Coordination and staffing of orientation nighttime activities during freshmen orientation sessions
- Develop and implement assessments and evaluation of various orientation programs
- 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 Student Peer Supervisors
 - Spring Orientation Leader Workshop – leadership development and instruction
 - Southern Regional Orientation Workshop (SROW) Conference
 - Summer staff training program, including program session and supply and logistics
 - Summer staff supervision, scheduling, mentoring, advising, and team/staff mediations

General Office Duties (25%):

- Assist NSP team as directed with various programs throughout the academic year such as Dual Enrollment, Ignite, etc.
- Assist in the planning and implementation of extended orientation events and activities including but not limited to: marketing, planning events, scheduling volunteers, room reservations, and on-site supervision of student leaders
- General office responsibilities including but not limited to: record maintenance, answering phones, and respond to inquiries by students and families
- Web maintenance of the NSP/Orientation website, social media, and other digital systems such as Visual Zen Orientation Registration System and Banner
- Other duties as assigned, or as interest leads

The Office of New Student Programs

Graduate Assistant for Orientation

Typical duties or projects of the first-year Graduate Assistant include, but are not limited to:

- Coordination with student leaders to plan and execute the Orientation Leader Banquet
- Marketing, recruitment, selection, and training of the Orientation Leader team
- Development and management of SROW materials with the assistance of student leaders
- Assist with special projects as assigned

Typical duties or projects of the second-year Graduate Assistant include, but are not limited to:

- Management of logistics and records for various programming aspects such as: room reservations, collaboration and communication with campus partners, travel and purchasing processes, etc.
- Assist with special projects as assigned