Graduate Assistant for
Transfer Transition Services

**Department:** New Student Orientation and Transfer Transition Services  
**Supervisor Name:** Ashley Haynie  
**Assistantship Information:** Number of GA positions in fall 2016: 2

**Summary Job Function:**  
Reporting to the Assistant Director for Transfer Transition Services. The position(s) is responsible for assisting the Assistant Director in the planning, development, and implementation of services, programs, and initiatives related to Transfer Transition Services.

**Student learning/educational activities performed by the Graduate Assistant:** (Please check all that apply and provide detail if needed.)

- __X__ Advising Students  
- __X__ Planning Programs  
- __X__ Instruction  
- __X__ Mentoring  
- ___ Planning student trips  
- ___ Advising student organizations  
- ____ Responding to student conduct situations  
- ____ Teaching or instructing courses  
- __X__ Other (Administrative, Supervision)

**Learning Outcomes:**

- Administration – Utilize effective communication, scheduling, and organizational skills as they relate to position responsibilities  
- Assessment – Learn about assessment models to assess student learning outcomes  
- Awareness – Identify the unique needs of and be an advocate for transfer students  
- Communication – Model clear, direct, and honest communication; know your audience and how to best reach them  
- Programming and Training – Develop and implement programs, and learn facilitation and training skills associated with Appreciative Advising and Orientation  
- Student Development – Identify appropriate student development theory to challenge and support student learning

**Duties and Responsibilities:**

- Learn all aspects of Student Affairs and the functions of New Student Orientation and Transfer Transition Services and be able to clearly explain those services and programs to students, as necessary  
- Consult with students eligible for “Credit When It’s Due” or Reverse Transfer credentials, as necessary
• Assist with creating and maintaining the Transfer Transition Services publications, presentations, social media, and website
• Responsible for marketing events and assisting with the coordination and evaluation of the services and programs
• Represent the department at university events and functions as required (i.e. Transfer Tuesdays, Transfer Orientation)
• Appropriately document student interactions on a daily basis
• Recruit for and co-advice Tau Sigma National Honor Society
• Create and implement Transfer Mentors with The Mentoring Project
• Create and implement assessment, benchmarking, and research projects as needed
• Provide administrative coverage for the office (i.e. answer phones, front desk coverage)
• Other duties as assigned

Qualifications for the position:
• Employment will ONLY be granted upon acceptance into, and full-time enrollment in, the Florida Atlantic University Educational Leadership Master’s Program
• Responsible person who is a good team player and organized
• Effective written and verbal communication skills and strong interpersonal skills
• Willingness to work nights and weekends
• Experience as a transfer student
• Proficiency with Microsoft Office
• FAU full-time employees (A&P and USPS) are not eligible for this position

Additional Information:
• The graduate assistantship is a 20 hour per week position. This position will receive compensation of $11.00 per hour.
• The graduate assistantship is a one-year position (fall & spring). Graduate assistants are eligible to reapply to this position with successful work evaluations.
• Maintain all requirements of the Graduate College Tuition Benefits Policy.
• Anticipated Start Date: September 2016, Anticipated End Date: May 2017
• 100% tuition benefits are provided with this assistantship. It is the student’s responsibility to pay all student fees.

Questions? Please contact the Assistant Director for Transfer Transition Services Ashley Haynie at ahaynie@fau.edu