Graduate Assistant Job Description
Graduate Assistant for New Student Orientation

Department: Office of New Student Orientation
Supervisor Name: Aileen Sousa
Supervisor Contact: sousaa@fau.edu
Assistantship Information: Number of GA positions you will have available in the fall 2014: 1 position (.5FTE).

Summary of Job Function
The Office of New Student Orientation Graduate Assistant is responsible for coordinating the following efforts: recruiting, training, and supervising student Orientation & Welcome Leaders; planning and execution of the orientation programs and program initiatives (First Year, Parent/Guest and Transfer Orientation) The Graduate Assistant assists with the front end operations, and serves as a liaison between the Office of New Student Orientation and University partners.

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
X Planning student trips
- Advising student organizations
- Responding to student conduct situations
X Teaching or instructing courses
X Other (facilitating leadership development workshops and presentations for students and staff)

Learning Outcomes.
• Gain practice in making presentations and learning how to work with administrative aspects of the community.
• Utilize opportunities to enhance skills needed to work with a diverse student population.
• Obtain experience working with a team of professional staff, fellow GA’s and student workers in a fast paced environment.
• Enhance verbal and written communication skills.
• Gain experience in managing the day to day operations of a complex orientation program.
• Develop program management, program planning, fiscal management and program assessment skills.
• Develop advising, facilitation, and training skills.

Duties and Responsibilities
Facilitate and participate in the First Year, Parent/Guest, and Transfer Orientation programs.
Assist in the recruitment, selection, training, and supervision of 25 to 30 Orientation Team Leaders/
Plan and execute training sessions, social events, and office programming.
Serve as a liaison between the Office of Orientation and University partners.
Aid in front end operations to include; taking orientation reservations, answering questions, giving directions, etc.
Participate fully in the summer Orientation program between the first and second year of grad school to include; session preparations, assisting with staff supervision, creating staffing plans, serving as a campus resource, etc.
Assist in development and implementation of program initiatives.
Conduct individual student meetings as needed and for students below the expected academic performance level.
Coordinate Student Participation in Virtual Orientation.
Assist in the overall implementation of new student orientation and transfer orientation including registration materials, logistics, scheduling, etc.
Update related publications for new student orientation.
Review the website and keep it up to date, as necessary.
Coordinate Social Media.
Some evening and weekend hours required.

Qualifications for the position:
- Acceptance into the Florida Atlantic University Educational Leadership Master’s/Doctoral Program
- Ability to work well independently and as part of a team
- Effective written and verbal communication skills
- Willingness to work nights and weekends
- Past experience in student organizations and activities is strongly preferred
- Proficiency with Microsoft Office

Additional Information:
- The graduate assistantship is a 20 hours per week position. Additional hours are required during summer/fall orientation. This position will receive compensation of $11 per hour.
- The graduate assistantship is a one year position (fall and spring semester). Graduate assistants are eligible to reapply to this position.
- Employment will only be granted upon acceptance to the Florida Atlantic University Educational Leadership Master’s/Doctoral Program.
- Anticipated start date: August 2014 (may begin earlier), position end date: May 2014
- An 80% tuition waiver is provided with this assistantship

Questions? Aileen Sousa, Associate Director, Office of New Student Orientation, sousaa@fau.edu