



## The Office of New Student Programs

### Graduate Assistant for Dual Enrollment and Parent & Family Programs

#### **12 Month Contract (August – August) and Tuition Waiver – 20 hours per week**

**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 fall or spring semesters.

#### **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**

##### Dual Enrollment (45%)

- Assist in the recruitment of high school students into the Dual Enrollment Program through high school visits, county-wide recruitment nights, and UWG Preview Days
- Assist in advising and course selection of college coursework for high school student participating in the Dual Enrollment Program, while ensuring students meet high school graduation requirements.
- Process funding applications each semester in accordance with state policy

##### Parent and Family Programs (30%)

- Assist in the create marketing material for Parent and Family Program events, tabling at UWG Preview Days, and engaging with families at summer orientation
- Assist with the logistics of Fall and Spring Friends and Family events
- Content creation for the Parent and Family monthly newsletter

##### General Office Duties (25%)

- Assist the NSP team as directed with various programs throughout the academic year such as Orientation, Parent and Family Programs, 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

If you have any questions or would like to know more about the position, please email Ryan Ledbetter at [rldebett@westga.edu](mailto:rldebett@westga.edu) or by phone at 678-839-2355.