



The Office of New Student Programs

Graduate Assistant for Extended Orientation

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

Direct Report Supervision: Associate 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

New Student Orientation (75%)

- Assist in the planning and implementation of a four-day Welcome Week, called Pack Premiere, in collaboration with campus partners from the divisions of Student Affairs and Enrollment Management, Academic Affairs, Business and Finance, and Auxiliary Services including but not limited to: marketing, event planning, scheduling volunteers, room reservations, and on-site supervision of student leaders
- Participate in the execution of various orientation programs, including but not limited to: Spring, Summer, and Fall in-person orientation sessions
- Develop and implement assessments and evaluation of Pack Premiere
- Assist in the planning and implementation of extended orientation events and activities
- Coordinate with various vendors to execute contracts for large-scale programming in conjunction with NSP's Departmental Assistant and professionals in the Division of Business and Finance
- Benchmark peer and aspirational institutions programming
- Assist the Coordinator of Orientation with recruitment, selection and training of the Orientation Team as needed

General Office Duties (25%)

- Assist NSP team as directed with various programs throughout the academic year such as Parent and Family Programming
- 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 Nathan Graves at ngraves@westga.edu or by phone at 678-839-4734.