

Campus Life Graduate Assistant for Orientation
Communications Coordinator

Overview: The Graduate Assistant for Orientation is a graduate student position within the campus life team for the Center for Campus Life. This position provides assistance with New Student Orientation. This position offers support in student staff training, student staff supervision, and other assigned projects.

20 Hour per week position during the Academic Year and Summer Term. 50 weeks total.

Supervisor: Associate Director and Assistant Director, New Student Orientation

Responsibilities:

- CampusGroups
 - Content mapping the CG Orientation sub-app, managing events, members, and access.
 - Assist in executing communications through the CG Orientation sub-app.
 - Providing trainings to campus partners to co-host events, upload members, etc.
 - Assist in providing campus-wide training to campus partners that will be using the CG Orientation sub-app, included but not limited to specialized programs, volunteers for Move-In Day, and academic representatives.
 - Create the content map for the campus map overlay.
 - Create the Staff website
 - Assistant in editing and keeping the Incoming Student CG Group page up to date
 - Upload CG events, tracks, and tags to Orientation page and app
 - Upload documents, maps, checklists, and links to CG app
- Communications
 - Work with the Assistant Director and Communications Coordinator to create and send out all communications for the academic programs and colleges.
- Other
 - Assist in hiring Orientation staff
 - Assist in creating and presenting staff training materials
 - Assist the programming team in developing orientation schedule and events
 - Create diagrams for Orientation programming (Resource Fair)

- Assist in tracking data, analyzing with the leadership team, and determining changes for the next year's Orientation.
- Other tasks as assigned

Requirements:

- Ability to work independently and interdependently
- Strong oral and written communication skills
- Creative problem-solving skills/ability to think on your feet
- Knowledge of CampusGroups is required.

Learning Outcomes:

- Demonstrate the ability to analyze a problem and devise a solution in a group.
- Demonstrate the ability to research, analyze, and reason from evidence to reach an effective conclusion or outcome.
- Employ ethical values that guide practices and professional standards in order to become responsible civic-minded professionals.
- Communicate appropriately and effectively within various organizational contexts including verbal and written platforms.
- Investigate their ethical responsibilities to their community, society, discipline, and profession based on various perspectives and associated standards.
- Classify the role they play within a group.
- Identify the group's common purpose, including aims, values and vision.
- Identify their strengths and weaknesses, values, attitudes, and emotions that motivate action.
- Implement project management knowledge, processes, lifecycle and the embodied concepts, tools and techniques in order to achieve project success.
- Discuss their views and values with contrasting others in a civil manner that develops positive relationships.