

New Student Orientation Graduate Assistant for Orientation

Job Description:

The Graduate Assistant (GA) will work collaboratively with the New Student Orientation Team and university partners to plan, develop, and implement orientation programs for freshmen and transfer students,

As a result of this hands-on, intense and rewarding experience, the GA will understand the big picture and will play a key role behind the scenes in planning and implementing orientation programs. The GA will have working knowledge of university communication to students and understand programmatic logistics. The GA will join a team of two full-time dynamic and motivated professionals who work with multiple university committees throughout the year. The GA will be viewed and incorporated as a professional staff member and will be supervised by the Associate Director.

The GA will play an active part in achieving the vision, mission, and Core Values of the Center for Campus Life and the New Student Orientation Program:

Vision:

The Center for Campus Life will lead RIT in driving student engagement.

Mission:

The Center for Campus Life supports and provides inclusive programs, services, and environments that foster engagement and connection to the RIT community.

Values:

- A student focused environment
- Diversity, equity, and inclusion in all aspects of our operations
- Collaboration and teamwork
- An innovative culture
- Continuous personal and professional development

Responsibilities:

Tasks will vary based on what needs to be accomplished and the interests of the GA but may include:

- Collaborate with the Associate Director and Assistant Director in the training and supervision of student leaders (Student Orientation Coordinators, Orientation Supervisors, Orientation Leaders, Orientation Program Assistants and Photographers)
- Assist with recruitment and selection of student leaders
- Assist with the development and implementation of the Tiger Resource Series
- Assist with office management prior to and during New Student Orientation; including scheduling, inventory, office organization, other administrative tasks as necessary
- Assist with the development, implementation, and evaluation of departmental assessment
- Other as needed tasks and projects

Qualifications and Experience:

Applicants should be proficient with the Microsoft Office Suite. Desirable qualities include: hard-working, self-motivated, solid ethical decision making skills and the ability to think quickly and critically, adaptable to change, flexible, clear and concise communication skills, solid organizational skills, energy and stamina for the long hours that Orientation requires, respect for diversity, including Deaf culture. The sincere desire to make a difference in the lives of new students and families is at the core of everything we do.

Remuneration:

\$14.00 per hour

Terms of Employment:

Evenings and weekends may be required. Approximately 20 hours per week.

Contact:

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