



Good Afternoon Faculty and Staff,

Hope you all are having a great summer! We are contacting you to inform you about the **New Graduate Assistant Orientation scheduled for Wednesday, August 20th**. The program will provide information pertaining to graduate assistants such as an overview of benefits from Human Resources, presentations from various departments and an introduction to the Responsible Conduct of Research training.

Orientation will begin at 8:30am and will run until 5:00 p.m. in the Science Center Auditorium (SC114). Continental breakfast, lunch and snacks will be provided.

Please share this information with your staff and students so they can mark their calendars.

If you have any further questions or concerns please feel free to contact Diane Helmick or myself at ext. 3240 or 1707.

Thanks so much in advance for your help.

Best Regards.

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