FREQUENTLY ASKED QUESTIONS

What are some of the professional organizations in higher education in which I might benefit being a member?

- College Students Educators International (ACPA) myacpa.org
- National Association of Student Personnel Administrators (NASPA) naspa.org
- The Placement Exchange (TPE) theplacementexchange.org
- Association for Student Conduct Administration (ASCA) theasca.org
- Association of College and University Housing Officers International (ACUHO-I) acuho-i.org
- Association of College Unions International (ACUI) acui.org
- Association for Orientation, Transition and Retention in Higher Education (NODA) nodaweb.org
- NIRSA: Leaders in Collegiate Recreation (NIRSA) nirsa.org
- Association of Fraternity/Sorority Advisors (AFA) afajof.org
- Association of Leadership Educators (ALE) leadershipeducators.org
- National Academic Advising Association (NACADA) nacada.ksu.edu

What websites might be helpful in my graduate assistant experience?

- Graduate studies: udayton.edu/learn/graduate
- Downtown Dayton events (Active Dayton) activedayton.com

What are tenets for the field?

The University of Dayton’s student development division seeks to prepare graduate students for professional positions within student affairs in higher education through employment, practicum experience and a curriculum.

What discounts do I get as a graduate assistant?

- 50 percent campus recreation membership
- Counseling center
Greetings,

On behalf of the graduate assistant development committee, welcome to the 2013–2014 academic year! We hope that your summer was peaceful and relaxing.

The graduate assistant development committee has worked diligently to prepare a curriculum that will connect you with your colleagues and equip you with the resources and tools to be successful in your assistantship. Today’s orientation will inform you of the resources that are available to you as a member of the division of student development.

For some of you, today’s orientation is the first step in your journey as a graduate assistant and new professional. For others, today is a continuation of a journey that hopefully has been meaningful and enriching. Throughout your experience as a graduate assistant, you will encounter situations that will challenge you personally and professionally. At times you will feel overwhelmed, and at times you will feel excited. It is our hope that you will embrace all of the experiences that you encounter and use them as opportunities to grow and develop. Take advantage of the resources that are available to you and begin thinking about the support you will need from your supervisors and the graduate assistant development committee.

We look forward to working with you, and we wish you a safe and productive year. Should you need anything from us, please do not hesitate to ask.

Blessings,

Steven T. Herndon, Assistant Dean of Students and Executive Director of Housing and Residence Life

Daria Graham, Associate Director, Office of Multicultural Affairs
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GRADUATE ASSISTANT DEVELOPMENT COMMITTEE CHARGE

The graduate assistant development committee is charged with providing resources for graduate assistants that will assist them in their development. In so doing, the committee provides support in the following areas:

1 PROFESSIONAL DEVELOPMENT
   Providing graduate assistants with opportunities for professional and skill development.

2 COMMUNITY DEVELOPMENT
   Creating opportunities for graduate assistants to network and build community outside of the classroom.

3 SUPERVISOR ENRICHMENT
   Equipping supervisors with resources that will assist them in supporting their graduate assistants.

4 SELECTION
   Providing a selection process that is reflective of our Catholic and Marianist values and attracts competitive candidates.
GRADUATE ASSISTANT DEVELOPMENT
COMMITTEE MEMBERSHIP

CHAIRS
STEVE HERNDON, Assistant Dean of Students and Executive Director of Housing and Residence Life
DARIA GRAHAM, Associate Director, Office of Multicultural Affairs

MEMBERS
RE’SHANDA GRACE BRIDGES, New Student Programs
KEVIN CANE, Center for Student Involvement
MARK HOYING, Campus Recreation
EDEL JESSE, Communications and Community Relations
CHRIS JOHNSON, Center for Student Involvement
KIM MERRILL, Administrative Support
TRENT PINTO, Housing and Residence Life
DR. MOLLY SCHALLER, Department of Counselor Education and Human Services
VERNIQUE COLEMAN STOKES, Community Wellness Services
## SUBCOMMITTEE MEMBERSHIP

### PROFESSIONAL DEVELOPMENT SUBCOMMITTEE
CHRIS JOHNSON, Center for Student Involvement (Chair)  
PATRICK CHENAULT, Center for Student Involvement  
JAMIE CHONG, Housing and Residence Life  
CURTIS NASH, Housing and Residence Life  
LEAH SHAMBLIN, Center for Student Involvement

### COMMUNITY DEVELOPMENT SUBCOMMITTEE
VERNIQUE COLEMAN-STOKES, Community Wellness Services (Chair)  
LEAH SHAMBLIN, Center for Student Involvement  
ZACH HOOTEN, Housing and Residence Life  
BETH CAHILL, Community Wellness Services  
KACI DURHAM, Center for Student Involvement  
HEATHER VLACK, Housing and Residence Life  
LAURA CORNICELLI, Housing and Residence Life

### SUPERVISOR ENRICHMENT SUBCOMMITTEE
RE’SHANDA GRACE BRIDGES, New Student Programs (Chair)  
KRISTEN ALTENAU, Sexual Violence Prevention Education  
CAITLIN BORGES, Housing and Residence Life  
JIMMY MCLEOD, Center for Student Involvement  
DR. MOLLY SCHALLER, Department of Education and Health Services  
MORGAN WAGNER, Housing and Residence Life

### GRADUATE ASSISTANT SELECTION SUBCOMMITTEE
KEVIN CANE, Center for Student Involvement (Chair)  
GWYN FOX-STUMP, Center for Student Involvement  
JESSICA HOELTING, Community Standards and Civility  
TRENT PINTO, Housing and Residence Life  
LEAH SHAMBLIN, Center for Student Involvement  
BRIAN TURNER, Information Technology  
MATT FERDINAND, Campus Recreation  
OMAR MEMON, Housing and Residence Life  
JOE VALLEE, Housing and Residence Life
JULY 18
SUPERVISOR WORKSHOP: PART 1
11:30 a.m. – 1:30 p.m.
Meet and greet lunch followed by supervisor workshop.

• Graduate assistant supervisor expectations/tips/recommendations
• Introduction to competency document
• Training for competency and evaluations
• Graduate assistant matrix
• Resources

Join us for lunch and the opportunity to meet fellow supervisors of student development graduate assistants. Participants will receive a variety of tools and resources to support the supervision process in addition to learning about the supervisory enrichment committee’s calendar of events.

AUGUST 1
GRADUATE ASSISTANT ORIENTATION
10 a.m. – 3 p.m.
KU Torch Lounge

• Introductions and ice breakers
• The graduate assistant experience
• Graduate assistant competencies and professional development
• Walking tour of campus/student development
• Performance evaluations
• Q&A with second-year graduate assistants

Welcome to the University of Dayton! This orientation has been designed to provide new graduate assistants in the division of student development with an introduction to the “GA experience.” Join us and get to know your new colleagues, professional staff members, expectations, opportunities, the UD campus and more!
AUGUST 10
GA COMMITTEE DEVELOPMENT SOCIAL
Location: Capri Lanes, 2727 S Dixie Dr Dayton, Ohio 45409
937-298-7411
Develop relationships with one another through casual interaction. Come out and get to know your fellow student development graduate assistants while bowling! Dinner will be provided.

AUGUST 22
GA COMMITTEE DEVELOPMENT SOCIAL
Location: RecPlex and Volleyball Court
• Develop relationships with one another over a meal
Celebrate the end of orientation and the first week of classes. Dinner will be provided.

AUGUST 30
GA COMMUNITY DEVELOPMENT SOCIAL
Location: Fifth Third Field, 220 North Patterson, Dayton, Ohio 45402
• Develop relationships with one another
• Learn more about the city of Dayton and what it has to offer
Dayton Dragons games are fun to attend. The Dragons have led the Midwest League and all of Single A baseball in total season attendance since 2011. Come and enjoy time with your peers and a ballpark hot dog!

NOTE: More information will be shared at a later date for events without dates, times and locations.
SEPTEMBER 7
GA COMMITTEE DEVELOPMENT SOCIAL

facebook.com/2ndStreetMarket
Location: PNC 2nd Street Market, 600 E 2nd Street, Dayton, Ohio 45402

• Develop relationships with one another
• Utilize campus resource
• Discover more about city of Dayton through biking to 2nd Street Market

The 2nd Street Market is home to a variety of local vendors, fresh farm market fair and quality goods. Come find out about one of Dayton’s best kept secrets!

SEPTEMBER 12
GA COMMUNITY DEVELOPMENT SOCIAL

Location: Founders Hall 37

• Develop relationships
• Get to know one another through making dinner together

Head on over to Zach Hooten’s home for dinner. Everyone will come together to prepare dinner together. Catch up with one another, find out how the semester is going and enjoy something delicious.
SEPTEMBER 16
SUPERVISOR’S ROUNDTABLE : SECOND-YEAR GRADS
2 – 3 p.m.
KU 222

• Food provided
• Share and support
• Discussion topics: supervising second-year grads

Join the supervisor enrichment committee and fellow supervisors of second-year graduate assistants for a roundtable discussion designed to share and support.

SEPTEMBER 20
GA COMMUNITY DEVELOPMENT - SOCIAL SUBCOMMITTEE
downtowndayton.org/index.php?option=com_content&task=view&id=113
Location: Downtown Dayton - Main Street and 1st Street

• Develop relationships
• Discover Dayton through visiting downtown

Join the party downtown and learn more about what the city of Dayton has to offer. There will be a party on Main Street with food vendors, live music, stores open late and entertainment for all.

SEPTEMBER 25
SUPERVISOR WORKSHOP : PART 2
11:30 a.m. – 1:30 p.m.
KU 310

Lunch followed by supervisor workshop.

• Faculty and supervisor eat and greet
• Discussion topics: graduate program expectations, graduate assistant professional development opportunities
• Resources: list of development resources provided by division, professional development funding

Join us for lunch and the opportunity to meet representatives from UD graduate programs. Participants will discuss graduate program expectations in an effort to support the supervision process in addition to learning about professional development opportunities provided by the division for graduate assistants.
SEPTEMBER 26
GA PROFESSIONAL DEVELOPMENT WORKSHOP: SERVING INTERNATIONAL POPULATIONS

12 – 1:30 p.m.
Kennedy Union 310

The University of Dayton has a large and diverse population of international students. Attend this workshop to learn about the various international populations on campus and walk away with tips on interacting with and serving international students on our campus.

OCTOBER

OCTOBER 6
GA COMMUNITY DEVELOPMENT SOCIAL

parks.ohiodnr.gov/johnbryan
youngsdairy.com
Location: Yellow Springs, Ohio

• Develop relationships
• Focus on personal wellness by hiking, taking in the sights of the beautiful natural scenery
• Learn more about the Dayton area

Yellow Springs is home to beautiful scenery and unique small town art. Enjoy some time hiking through John Bryan State Park and downtown Yellow Springs. Afterwards, check out Young’s Dairy for dinner and great local ice cream — made on the farm!
OCTOBER 7
SUPERVISOR’S ROUNDTABLE : FIRST-YEAR GRADS

Discussion
2 – 3 p.m.
KU 222

• Food provided
• Share and support
• Discussion topics : supervising first-year grads

Join the supervisor enrichment committee and fellow supervisors of first-year graduate assistants for a roundtable discussion designed to share and support.

OCTOBER 19
GA COMMUNITY DEVELOPMENT : SOCIAL

Location: Bergamo Retreat Center

• Develop relationships
• Process graduate assistant experience so far
• Reflect on vocation of education and position
• Learn more about the Marianist charism

Need some time to think and reflect? Need a break from the every day? Come to the student development graduate assistant retreat. Relax, re-energize and refocus.

OCTOBER 21
SUPERVISOR’S ROUNDTABLE : NON-CSP GRADS

Discussion
2 – 3 p.m.
KU 222

• Food provided
• Share and support
• Discussion topics-supervising non-CSP grads

Join the supervisor enrichment committee and fellow supervisors of non-college student personnel graduate assistants for a roundtable discussion designed to share and support.
OCTOBER 20 – 26
GA COMMUNITY DEVELOPMENT SOCIAL

Location: RecPlex

• Free entrance to RecPlex and group fitness classes
• Focus on personal wellness
• Take a friend and walk the track or enjoy a class together

It is that time of the semester where everything seems to be happening at the same time. Take some time for yourself and another graduate assistant. Head over to the RecPlex and participate in a free group fitness class.

NOVEMBER 3
GA COMMUNITY DEVELOPMENT SOCIAL
LUNCH AT THE GREENE

thegreene.com
Location: The Greene

• Develop relationships over a meal

Let’s get away from campus and see more of the Dayton area. Enjoy lunch with other student development graduate assistants.

NOVEMBER 4
APPLICATION GOES ONLINE

• Selection ’14 application is posted
NOVEMBER 5
GA PROFESSIONAL DEVELOPMENT WORKSHOP:
EVALUATION AND SELF-REFLECTION

12 – 1:30 p.m.
Kennedy Union 331

Join us as we review the tools and processes used to evaluate graduate assistant performance and professional development. This is a great way to be prepared for your midyear evaluations!

NOVEMBER 13
GA COMMUNITY DEVELOPMENT SOCIAL
ARTSTREET ACTIVITY & LUNCH

Location: ArtStreet

• Develop relationships
• Interact through making art

ArtStreet is for everyone. Come see what all ArtStreet has to offer. Participate in this ArtStreet Wednesday Workshop, and share lunch with your friends.

NOVEMBER 13
SUPERVISOR WORKSHOP - PART 3

Discussion and presentation with supervisors
10:30 a.m. – 12:30 p.m.
McGinnis Center, lunch included

• Discussion topics: first to second year transition,
  Graduate assistant selection
• Resources: selection timeline and deadlines

Supervisors will review recruiting, selection and hiring practices, including opportunities for graduate assistants to explore multiple departments and upcoming deadlines for supervisors to submit job descriptions.
NOVEMBER 17
GA COMMUNITY DEVELOPMENT SOCIAL
DAYTON ART INSTITUTE OR SCHUSTER CENTER

daytonartinstitute.org
schustercenter.org
Location: Dayton Art Institute or Schuster Center

• Develop relationships
• Learn more about the city of Dayton and the arts scene

The city of Dayton has an incredible art scene. Come check out what the Dayton Art Institute or Schuster Center has to offer. Get dinner with your friends after.

NOVEMBER 25
INTENT TO RETURN FORM SENT OUT ELECTRONICALLY TO ALL CURRENT GRADUATE ASSISTANTS

• Due January 10, 2014

DECEMBER

DECEMBER 3
GA PROFESSIONAL DEVELOPMENT WORKSHOP: JOB SEARCH 101

12 – 1:30 p.m.
Kennedy Union 331

Where and how do you start the job search? First and Second-year graduate assistants are invited to come to this workshop and learn how to make this daunting task seem less scary and a lot more exciting! You will leave this session with helpful hints on topics like networking, résumé building, writing a cover letter and what to look for in a professional position.
DECEMBER 6
GA COMMUNITY DEVELOPMENT SOCIAL

• Ugly sweater holiday party
• Develop relationships

Everyone loves to dress up in the tackiest of tacky holiday sweaters. Come celebrate the holiday season and the end to your semester with your friends.

DECEMBER 15
GA PERFORMANCE EVALUATIONS DUE

As a reminder to supervisors, please complete performance evaluations for your graduate assistants. Upon completion, please submit to your director.

DECEMBER 17
GA COMMUNITY DEVELOPMENT SOCIAL
trolleystopdayton.com

Location: The Trolley Stop, 530 E. Fifth Street, Dayton, Ohio 45402

• Trolley Stop lunch
• Develop relationships
• Learn more about the city of Dayton

The Trolley Stop is located in the historic Oregon District. This will be a great way to celebrate the end of the semester in a festive style. Enjoy lunch on us and bring a gift to exchange.
JANUARY

JANUARY 10
INTENT TO RETURN FORM DUE BACK TODAY FROM ALL CURRENT GRADUATE ASSISTANTS

JANUARY 17
GA COMMUNITY DEVELOPMENT SOCIAL
• Reconnect after winter break
• Be active
• Experience Dayton

You get to choose! What would you like to do? Bowling, ice skating, laser tag? Do you have another idea? Let us know!

JANUARY 23
GA COMMUNITY DEVELOPMENT SOCIAL

Location: Buffalo Wild Wings, 262 East Stroop Road, Kettering, Ohio 45409
• Reconnect after the winter break

Come back from the winter break and connect with your student development graduate assistant peers. Find out what happened over winter break, and start the semester off with great food!
SUPERVISOR’S ROUNDTABLE: FACULTY & SUPERVISORS

- Food provided
- Share and support
- Discussion topics: faculty Q&A

Join the supervisor enrichment committee and fellow supervisors for a roundtable discussion with UD graduate program faculty designed to share and support.

JANUARY 28
GA PROFESSIONAL DEVELOPMENT WORKSHOP:
SPEED MEET AND RESUME WORKSHOP

11:30 a.m. – 1:30 p.m.
Kennedy Union 331

You learned the basics in December, and you’ve started thinking about the job search. Come meet with professional staff from across the division to learn about the various career paths available in student affairs. A résumé and interview station will be available to offer you feedback on your resume and introduce you to typical interview questions.

TBD – LATE JANUARY-EARLY FEBRUARY ADVANCE PLACEMENT INTERVIEWS;

Current graduate assistants seeking to interview with other departments for a potential change in assistantship for 2014–15 will meet with supervisors in a half-day interview experience.
FEBRUARY

FEBRUARY 2
GA COMMUNITY DEVELOPMENT SOCIAL

Location: Campus South

• Super Bowl party
• Develop relationships

Head over to Zach Hooten’s house to watch the Super Bowl and the year’s greatest commercials. Bring a dish to share and be prepared to have a great time.

FEBRUARY 16
GA COMMUNITY DEVELOPMENT SOCIAL

daytonhistory.org
Location: Carillon Park, 1000 Carillon Blvd, Dayton, Ohio 45409

• Develop relationships
• Discover Dayton and Carillon Park

Experience Dayton’s rich creativity and invention. Who knew the cash register was created here? There is even a carousel to ride. Discover more about the history of the city of Dayton.
FEBRUARY 23 AND 24
GA CANDIDATE INTERVIEW WEEKEND

Sunday and Monday: KU Ballroom and breakout rooms

• Sunday, February 23: social, 4:30 – 6:30 p.m.
• Monday, February 24: interviews and case studies, 8:30 a.m. – 4 p.m.

Join the division of student development and campus partners in Graduate Assistant Candidate Interview Weekend, meeting candidates in a casual Sunday social and learning more about their skills during Monday’s interviews and case study.

MARCH

MARCH 4
GA PROFESSIONAL DEVELOPMENT WORKSHOP

Join us for this professional development opportunity! Content and facilitators for this presentation/workshop will be selected in late fall/early spring based on current events and/or by request from current graduate assistants.

MARCH 9
GA COMMUNITY DEVELOPMENT SOCIAL

Take a break from school work to gather with other graduate assistants from the division. We will watch a movie, eat dinner and discuss how the perspectives addressed in the movie impact our work.
MARCH 23
GA COMMUNITY DEVELOPMENT SOCIAL

daytonartinstitute.org
schustercenter.org

• Dayton Art Institute/Schuster Center
• Develop relationships
• Learn more about the city of Dayton and the arts scene.

The city of Dayton has an incredible art scene. Come check out what the Dayton Art Institute or Schuster Center has to offer. Get dinner with your friends after.

APRIL

APRIL 9
GRADUATE ASSISTANT AWARDS DINNER

Location: KU Ballroom

• Appreciate and celebrate a year of excellent work
• Honor graduates

The annual awards dinner is a time to celebrate the end of our academic year and honor our graduates. Come enjoy dinner and remember the special moments with your student development graduate assistant friends.
APRIL 15
DEADLINE DATE FOR GA CANDIDATES TO ACCEPT POSITIONS

- Selected candidates report acceptance of position for hire

Selection staff gather all final acceptance notices to complete the new cohort of graduate assistants beginning during the 2014–15 year.

APRIL 24
GA PROFESSIONAL DEVELOPMENT WORKSHOP: TRANSITIONS

12 – 1:30 p.m.
Kennedy Union 222, 331

Graduate assistants experience a number of “transitions” throughout grad school. During this workshop, first-year graduate assistants will learn about the transition to their second-year and ways to maximize the remainder of their experience. Second-year graduate assistants will gain insight into personal and professional challenges when transitioning to their second-year and ways to maximize the remainder of their experience.

MAY

MAY 15
GA PERFORMANCE EVALUATIONS DUE

As a reminder to supervisors, please complete performance evaluations for your graduate assistants. Upon completion, please submit to your director.