

New Student Programs (NSP)

New Student Orientation / Family Weekend

Overview

The Graduate Assistant (GA) for New Student Programs at the University of Dayton is responsible for supporting the development, coordination, and implementation of educational programs that enhance first-year and transfer student success, such as New Student Orientation (NSO), Transfer Student Orientation (TSO), Camp Blue, and Family Weekend. The position is part-time during the academic year (20 hours per week/late August-mid May) and full-time during the summer (30+ hours per week June-mid August).

Responsibilities

The Graduate Assistant (GA) position is a professional assignment and supports New Student Programs in the following ways in addition to other duties as assigned:

New Student Orientation

The GA assists the Director and Assistant Director with the overall management of the department's programs and events for students and their families by:

- Assisting with all aspects of the planning, implementation, and evaluation of the fall and spring orientation programs.
- Helping to develop and implement orientation experiences specific to the student populations that we serve (i.e. International, Commuter, Transfer, Parent and Family, etc.).

Transition Programs (Camp Blue, Weeks of Welcome, and Family Weekend)

The GA plays a key role in the design, implementation, and evaluation of the following transition programs:

Camp Blue

- Serving as member of Camp Leadership Team.
- Managing camp logistics (i.e. publications/website, registration, schedule, location, transportation, fiscal management, etc.).
- Designing and implementing camp staff training.

Weeks of Welcome

- Designing and implementing all aspects of Weeks of Welcome Programming (i.e. publications/website, partners meetings, fiscal management, etc.)

Family Weekend

- Serving as member of Family Weekend Leadership Team
- Facilitating Family Weekend Partnership Meetings.
- Maintaining Family Weekend Logistics (i.e. schedule, website, donations/sponsorships, etc.)

Student Staff Recruitment and Development

The GA manages the student staff recruitment process and assists the Director and Assistant Director with all aspects of staff training, supervision, and support by:

- Designing, implementing, and evaluating the recruitment and selection process.
- Supporting the growth and development of student coordinators, team leaders, blue crew counselors and orientation leaders to enhance their leadership experience
- Providing primary supervision, challenge and support to student coordinators, team leaders, blue crew counselors, and orientation leaders
- Planning and implementing student staff training and retreats
- Serving as a liaison between students and the Director and/or Assistant Director of New Student Programs.

Communications

The GA supports the departmental communication plans by:

- Maintaining the department website
- Creating and editing all office and programmatic marketing materials/publications
- Maintaining all electronic communications (i.e. Porches, OrgSync, Isidore, etc.).
- Developing and producing communication pieces and information sessions for various internal, university audiences

Preferred Qualifications

Education Background:

- Minimum—Bachelor's degree

Experience:

- Background in student development, customer service, public relations, and/or assessment preferred but not required.
- Experience with social media, website maintenance, and desktop publishing desired but not required.
- Demonstrated experience in working with individuals from diverse backgrounds.

Personal Qualifications:

- Supervisory ability
- Strong interpersonal skills with an emphasis on customer service and staff development
- Ability to organize and communicate multiple priorities and details for simultaneous events
- Take initiative in developing new systems/ideas to benefit the department's programs through better organization, increased use of technology, improved staff development and experience, etc.
- Ability to work both autonomously and as a member of a team
- Commitment to diversity

Professional Development

- Supported participation in the Student Development Graduate Assistant Development Program
- Exposure to graduate student development opportunities within an orientation, transition and retention professional organization through local and regional conference presenting/attendance (based on available funding)

Remuneration

- Competitive stipend
- Hourly rate for summer contract
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

Statement of Inclusive Excellence

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

For more information, contact:

Re'Shanda Grace-Bridges
Director of New Student Programs
rgracebridges1@udayton.edu
(937) 229-2229