

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), January Orientation, Camp Blue, and the Family Weekend program. The position is part-time (20 hours per week/12 months), using the university calendar for professional staff holidays and breaks, though some additional days are given off during student breaks, and is supervised by the Director of New Student Programs.

Responsibilities

The Graduate Assistant (GA) position is a professional assignment. As such, the GA is expected to follow all policies and standards of behavior as outlined in the Student Handbook and must complete all paperwork and perform other duties for NSP as requested. The GA position supports New Student Programs in the following ways:

New Student Orientation

The GA assists the Director and Assistant Director of New Student Programs 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 by:

- **Camp Blue**
 - Serving as member of Camp Leadership Team.
 - Managing camp logistics (i.e. publications/website, registration, schedule, location, transportation, etc.).
 - Designing and implementing camp staff training.
- **Weeks of Welcome**
 - Facilitating Weeks of Welcome Partnership Meetings.
 - Designing all publications.
 - Managing the communication plan for the program.
- **Family Weekend**
 - Facilitating Family Weekend Partnership Meetings.
 - Maintaining Family Weekend Schedule.
 - Coordinating donations and sponsorships.

NSO Student Staff Recruitment and Development

The GA manages the student staff recruitment process and assists the Director and Assistant Director of New Student Programs 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, blue crew counselors and orientation leaders to enhance their leadership experience
- Providing secondary supervision to student coordinators, blue crew counselors, and orientation leaders
- Planning and implementing student staff training and retreats
- Implementing a plan for consistent, clear communication with student staff and volunteers
- Serving as a liaison between students and the Director and/or Assistant Director of New Student Programs.

Communications

The GA implements the communication plans of the Director and Assistant Director of New Student Programs by:

- Maintaining the department website

- Assisting in creating and carrying out a publicity/marketing plan and editing materials for all office publications.
- Working with Enrollment Management and UDiit to maintain all electronic communications (i.e. Porches, FYI channel, 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
- Show 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.
- Commitment to diversity

Remuneration

- Competitive stipend
- Hourly rate/summer contract
- Tuition Remission – Up to 24 credit hours, not to exceed \$14,686/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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