Graduate Assistant for New Student Orientation
Office of First Year Experience
The College of William and Mary
(20 hours a week)

Position Description
The Graduate Assistant for New Student Orientation is a member of the First Year Experience Office and is primarily responsible for assisting the Director of First Year Experience with the planning and implementation of the New Student Orientation Program. This is a full-time position and Master’s level students are welcome to apply.

Additional Responsibilities
- Co-advise and develop training curriculum for Orientation Area Directors (undergraduate student leaders)
- Plan student leader training, to include both fall Orientation Aides (OAs) and spring Orientation Aides (SOAs)
- Develop, implement and coordinate the scheduling and assessment of all orientation programs and student leader training
- Coordinate student leader (OA, SOA, OAD) hiring processes for fall and spring orientation
- Manage the Orientation Hiring System (Simplicity), Orientation website and Tribe Guide, as well as the daily management of information related to the Orientation program
- Serve on the Orientation Advisory Committee
- Participate in divisional activities, including a Renewal Day each semester and Division Meetings each month
- Supervise undergraduate student worker(s) and manage product tasks
- Supervise, oversee, and attend various campus events
- Other duties as assigned

Classification/Hours:
20 hours per week; most hours are flexible. There is potential for summer employment if desired.

Immediate Supervisor and Colleagues:
Reports to the Director of First Year Experience and works with all members of the Division of Student Affairs’ Campus Living Thematic Area.

Desired Abilities
The successful candidate will demonstrate an ability to collaborate, possess excellent written and oral communication skills, exhibit a high level of creative energy, and have an interest in working with students. The ability to foster growth and development in others is an asset. Candidate must be flexible and willing to work some evening and weekend hours. Prior experience with orientation programs is strongly preferred.

Department Contact:
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