Position Overview
The Graduate Assistant for New Student Orientation, as a member of the Office of First Year Experience and part of the Campus Living Thematic Area, is primarily responsible for assisting the Director of First Year Experience with the planning and implementation of the fall and spring semester New Student Orientation programs.

Department Mission
Our mission is to facilitate and support the positive academic, social, and cultural transition of new students, either first-time in college or transfer, into the William & Mary community.

Position Type
☒ Masters Level ☒ Full-time (20 hours/week)
☐ Doctoral Level ☐ Part-time (10 hours/week)

Compensation / Benefits
• This assistantship qualifies a full-time student for the 2018-19 in-state tuition waiver.
• Total financial package = In-state tuition + $4,000 stipend
• Additional benefits: office swag

Position Elements
☒ Mostly 9 a.m. -5 p.m. work ☒ Occasional night/evening work
☐ Frequent night/ evening work ☒ Weekend work: Sometimes
☒ Hires student workers ☒ Supervises / evaluates student workers
☒ Frequent student interaction ☒ Leads training sessions for students
☒ Advises individual students ☐ Advises student organizations
☐ Budget management ☒ Event/program management
☐ Individual work space ☒ Shared work space
☒ Independent work ☒ Collaborative / group work
☒ Conference/workshop funding available ☒ May take internship at same time as GA
☒ Opportunity for committee work ☒ Opportunity for summer employment

Additional elements:
• Office hours are flexible.
• Night/ evening and weekend work required during specific times of the academic year.
• Opportunities exist for regional travel representing the FYE Office and university.
Job 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 trainings
- Coordinate student leader (OA, SOA, OAD) hiring processes
- Manage the Student Leader Hiring System (StarRez), 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 monthly Division meetings and semester Kick-off/Renewal Days
- Supervise undergraduate student worker(s) and manage product tasks
- Supervise, oversee, and attend various campus events
- Other duties as assigned

Preferred Qualifications

- Ability to collaborate with others while exhibiting a high level of creative energy and flexibility.
- Demonstrated ability and organizational skills to coordinate and manage concurrent processes.
- Asset if willing to invest in and foster the growth and development of passionate and highly-devoted individuals.
- Prior experience with orientation and/or new student programs is strongly preferred.

Learning Outcomes

- Gain understanding of the Orientation/Transition/Retention functional area within Student Affairs and the greater environment of Higher Education.
- Further develop skillsets that promote college student development, personal/professional task management, and program/event/initiative coordination.
- Develop self-awareness and connection of personal values to profession goals

Direct Supervisor

Lauren Garrett
Director of First Year Experience
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Interested applicants are welcome to contact the supervisor with any questions.