GA for New Student Orientation
Office of First Year Experience
Division of Student Affairs

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

Compensation / Benefits
• This assistantship qualifies a full-time student for the 2017-18 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
☐ Frequent night/evening work
☒ Occasional night/ evening work
☒ Weekend work: Sometimes
☒ Hires student workers
☒ Frequent student interaction
☒ Advises individual students
☐ Supervises / evaluates student workers
☐ Leads training sessions for students
☒ Advises student organizations
☐ Budget management
☐ Individual work space
☒ Independent work
☒ Event/program management
☒ Shared work space
☒ Collaborative / group work
☒ Conference/workshop funding available
☒ Opportunity for committee work
☐ May take internship at same time as GA
☒ 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  
Imgarrett@wm.edu  
757-221-1427

Interested applicants are welcome to contact the supervisor with any questions.