Graduate Assistant for First-Year Initiatives
(20 hours a week)

Position Description
The Graduate Assistant for First-Year Initiatives 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 first-year student (both FTIC and transfer) programming. This is a full-time position and Master’s level students are welcome to apply.

Additional Responsibilities
- Co-advising and developing training curriculum for the First-Year Initiative Directors (undergraduate student leaders)
- Coordinating scheduling and assessment, as well as managing student attendance (as appropriate), of all new student programs
- Assisting with the creation and planning of the Essential First Year Initiative (FYI) program offerings
- Developing and implementing first-year student – and beyond - communications plan
- Collaborating with various offices/departments on campus to provide resources to new students, including the New Student & Family Local Community Fair and the New Student Group Photo
- Co-advising the freshman honor societies (Alpha Lambda Delta and Phi Eta Sigma)
- Serving on campus-wide First Year Experience Committee and/or Subcommittees
- Participating in divisional activities, including a Kick-off Day each semester and Division Meetings each month
- Supervising undergraduate student worker(s) and managing projects
- Supervising, overseeing, and attending 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 student programming is strongly preferred.

Department Contact:
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