Christopher Newport University
Orientation & Student Engagement
Graduate Assistant for First Year Initiatives

Supervisor/Contact: Katie Johnston—Director of Orientation & Student Engagement
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Position Description:
The Office of Student Engagement at Christopher Newport University is seeking an interested graduate student to become a part of the Orientation & Student Engagement team. This position is designed to give a full-time graduate student the opportunity to participate in practical, hands-on experience in the area of first year initiatives, to include: transition and retention efforts, student advising and peer mentorship, leadership development, diversity and inclusion, and service learning. The graduate assistant will play an active role on the team and will work directly to advise students, create new programming, and collaborate with campus partners.

About Christopher Newport University:
CNU is a public school offering a private school experience -- great teaching, small classes, and a safe, vibrant campus. A “student-first, teaching-first” community, CNU is dedicated to the ideals of scholarship, leadership and service. The University is located in Newport News, Virginia and enrolls 5,000 students. The University has recently completed nearly $1 billion in capital construction on its 260-acre campus, generated nearly 9,000 applications for a freshmen class of 1,200 and has been named one of the top 10 "up and coming" liberal arts schools in U.S. News & World Report's America’s Best Colleges guide. Christopher Newport University is committed to ensuring that all people are welcomed, honored and fully engaged in the life of our academic community. We seek exceptional and diverse candidates and encourage applications from individuals who are underrepresented in their profession. For further details and information about Christopher Newport University, visit the University's web site at http://www.cnu.edu.

Responsibilities:
- Work collaboratively with campus offices and departments to develop educational and programming initiatives for first year students.
- Develop and implement a communication strategy for first year student events and educational efforts – including social media, newsletters, and print materials.
- Find and summarize for practical application existing research on the First Year Experience at peer institutions.
- Supervise the Transfer Ambassadors, five current students who provide orientation and ongoing transitional support for our transfer student population.
- Assist in the planning of educational and social programming surrounding issues of diversity, equity and inclusion.
- Meet with individual students to advise them about getting engaged with on-campus activities.
- Attend department and division meetings as able and contribute to discussion items and office business.
- Meet regularly with supervisor to provide updates, monitor performance, and seek guidance on the graduate assistant experience.
- Other duties as assigned.

Desired Qualifications:
The graduate assistant must be admitted to and enrolled full-time or have a Master's degree, preferably in higher education administration or student personnel. Applicants with previous experience and knowledge of student transition programming, peer mentorship, and leadership development are strongly encouraged to apply. Candidates should exhibit maturity, enthusiasm, initiative, and creativity. We are seeking candidates who will embrace our Key Traditions: friendly, caring, and energetic service; anticipating and meeting needs; unrelenting attention to detail; inspiring and uplifting others; putting students first; transforming lives.

Classification/Hours:
This assistantship is a part-time (20 hours per week) position, with the understanding that some weeks require more hours than others. Some hours will be spent in the office, while others are spent at events in the evening and on weekends.

Length of Assistantship: August 1, 2019 – May 31, 2020 (dates are negotiable based on schedule, assistantship is renewable pending performance review). There is also an opportunity for summer employment with a focus on orientation.

Remuneration for Assistantship: Compensation is approximately $16,000 for a period of nine and half months.