SFA Orientation Programs Graduate Assistant (Weeks of Welcome)

GENERAL DESCRIPTION
The Orientation Programs department provides Orientation programs to all new students and their parents that aid families in the transition process to Stephen F. Austin State University. Under the direction of Student Affairs Programs, Orientation Programs provides programs year round for new freshmen, transfers. The department is also responsible for SFA Weeks of Welcome during the fall and spring semesters.

The Orientation Programs Graduate Assistant (Weeks of Welcome) will serve as a member of the department’s leadership staff. This position will primarily be responsible for areas of the department related to Weeks of Welcome, as well as the supervision of the Orientation Student Coordinators. In addition, this position will be responsible for other areas related to Lumberjack Orientation.

ESSENTIAL RESPONSIBILITIES
- Assist in the planning and implementation of Fall and Spring Weeks of Welcome
- Assist with accounting duties related to Lumberjack Orientation – checking attendees’ admission status, inputting registration information in Banner, and sending confirmation emails
- Coordinate all Orientation Programs room reservations and Academic Overview sessions
- Production and management of Online Orientation
- Oversee Weeks of Welcome Leader volunteer hours
- Coordinate and oversee Student check-in process during Lumberjack Orientation sessions
- Assist with hiring, training, and supervision of Orientation Student Coordinators
- Oversee recruiting, training, and supervision of Orientation Leaders and Weeks of Welcome Leaders
- Coordinate and facilitate Summer I and Summer II Lumberjack Orientation
- Collect and coordinate entry of staff and program assessment data
- Develop and distribute publications related to Weeks of Welcome events
- Maintain Weeks of Welcome webpage and social media outlets
- Participate in university committees and the Association for Orientation, Transition, and Retention (NODA)
- Assist in the planning of various Student Affairs programs when necessary and attend Student Affairs Programs meetings
- Perform other duties deemed necessary by the Assistant Director and Director of Orientation Programs

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
- Knowledge of Microsoft Office products
- Ability to utilize researching tools and resources
- Excellent verbal and written communication skills
- Ability to be creative
- Knowledge of recruitment and training methods

QUALIFICATIONS
- Must be admitted into a graduate program at SFA
- Must maintain a 3.0 overall cumulative GPA. No one may hold an Orientation Program GA position while on academic probation.
- Must not be on disciplinary probation. This will be verified by the Office of Student Rights & Responsibilities.
- The Orientation Programs GA may hold an outside job as long as it does not interfere with the fulfillment of the position’s responsibilities.
- Must be available to work the entirety of all Lumberjack Orientation sessions
- Must reside in Nacogdoches during the summer
COMPENSATION

- Monthly stipend of $1,100
- On-going professional development opportunities
- Meals and lodging during conference travel/event and Lumberjack Orientation sessions

This position reports to the Assistant Director of Orientation and is also responsible to the Director of Orientation. For more information, contact:

Jamal Smith, Director of Orientation
(936) 468-6641
Smithjd4@sfasu.edu

Orientation Programs Graduate Assistant 2018-2019 Mandatory Dates:

- **Graduate Assistant HR Orientation**: TBD
- **Orientation Graduate Assistant Onboarding Meeting & Trainings**
  - TBD by the Director, Assistant Director and hired graduate assistant upon hiring
- **Weeks of Welcome**
  - Fall 2018: August 24 - September 8, 2018 (Specific events to be determined by GA and ADO)
  - Spring: January 21 – February 2, 2019 *Tentative* (Specific events to be determined by GA and ADO)
- **Fall Staff Retreat**: September 14-15 or 28-29, 2018 (official date TBD)
- **OSC staff meetings** (dates TBD with new OSC staff)
- **OL Interview Dates** (dates TBD with new OSC staff)
- **Weeks of Welcome Leader Meetings and Trainings**: TBD
- **Showcase Saturdays**
  - November 10, 2018
  - February 23, 2019
  - March 30, 2019
- **OL Retreat**: May 23-25, 2019
- **OL Training/Work Weeks**: May 27-June 12, 2019
- **Lumberjack Orientation Setup days**: June 12, June 19, June 26, July 17, and July 24
- **Lumberjack Orientations**
  - June 13-14, 2019
  - June 20-21, 2019
  - June 27-28, 2019
  - July 18-19, 2019
  - July 25-26, 2019
- **Transfer Lumberjack Orientations**
  - November 16, 2018
  - April 26, 2019
  - July 12, 2019
  - August 2, 2019
- **NODA – Association for Orientation, Transition, and Retention conferences**
  - October 21-24, 2018 (Annual conference)
  - Spring 2019 (Regional conference TBD)
- **Spring Lumberjack Orientation** - January 18, 2019
- **Summer I Lumberjack Orientation**: June 6, 2019
- **Summer II Lumberjack Orientation**: July 15, 2019
- **Remaining dates TBD**

Please note this is a tentative schedule. A 12-month (September 2018 – August 2019) Agreement will be signed during the first 30 days of appointment to position.