



















SFA Orientation Programs Graduate Assistant (Parent & Family Programs and 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 first-year students, transfer students, and family members. The department is also responsible for SFA Weeks of Welcome during the fall and spring semesters.

The **Orientation Programs Graduate Assistant** will serve as a member of the department's leadership staff. This position will primarily be responsible for various areas of the department related to Parent & Family Programs and Weeks of Welcome. In addition, this position will be responsible for other areas related to Lumberjack Orientation and Transfer Lumberjack Orientation.







ESSENTIAL RESPONSIBILITIES

-  Assist in the planning and implementation of all Orientation programs and Weeks of Welcome
-  Plan and oversee all aspects of Sibling Lumberjack Orientation
-  Coordinate and facilitate Summer I and Summer II Lumberjack Orientation sessions
-  Assist with room reservations related to Academic Overview, Course Registration, and staff trainings
-  Responsible for revision, organization and management of online Orientation through D2L Brightspace
-  Assist with hiring/selection and training of Orientation Student Coordinators, Orientation Leaders, WoW Team Leads and WoW Leaders
-  Responsible for leadership development topics and activities related to Returning Orientation Leader training
-  Assist with departmental assessment and reporting
-  Oversee Orientation Leader payroll
-  Coordinate Tour of Nacogdoches, Parent Reception and Resource Fairs during Lumberjack Orientations
-  Coordinate and oversee Parent and Family check-in process during Lumberjack Orientation sessions
-  Assist with development of publications related to Parent & Family programming during Lumberjack Orientation
-  Organize and maintain content for Lumberjack Family Connection e-newsletter
-  Serve as member of Family Weekend committee
-  Responsible for University Affairs video updates and scheduling of filming with University Marketing Communications
-  Participate in university committees as assigned 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 suite
-  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 a graduate assistant 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 dates and Orientation sessions listed
-  Must reside in Nacogdoches during the summer

COMPENSATION

- 🌸 Monthly stipend of \$1,125
- 🌸 On-going professional development opportunities
- 🌸 Meals and lodging during conference travel/event and Lumberjack Orientation sessions

This position reports to both the Assistant Director and Director of Orientation Programs. For more information, contact:

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

Orientation Programs Graduate Assistant 2019-2020 Mandatory Dates:

- **Orientation Graduate Assistant Onboarding Meeting & Trainings**
 - TBD by the Director, Assistant Director and hired graduate assistant upon hiring
- **Graduate Assistant Orientation with Human Resources:** TBD
- **Weeks of Welcome Leader Training:** August 21-22, 2019
- **Fall Staff Retreat:** September 13-15, 2019
- **Weeks of Welcome Events**
 - Fall: August 23 - September 7, 2019 (Specific events to be determined by GA and ADO)
 - Spring: January 15 - January 25, 2020 *Tentative* (Specific events to be determined by GA and ADO)
- **Weeks of Welcome SC staff meetings** (dates are set with new WoW SC staff)
- **Family Weekend** – September 20-22, 2019
- **Showcase Saturdays**
 - November 9, 2019
 - February TBA
 - March TBA
- **NODA – Association for Orientation, Transition, and Retention conferences**
 - October 20-23, 2019 (Annual conference in Houston, TX)
 - Spring 2020 (Regional conference TBD – usually March or early April)
- **2020 Lumberjack Orientation Setup days:** June 10, June 17, June 24, July 22, and July 29
- **2020 Lumberjack Orientations (Freshman)**
 - June 11-12, 2020
 - June 18-19, 2020
 - June 25-26, 2020
 - July 23-24, 2020
 - July 30-31, 2020
- **Transfer Lumberjack Orientations**
 - November 15, 2019
 - May 1, 2020
 - July 10, 2020
 - August 7, 2020
- **Summer I Lumberjack Orientation:** June 4, 2020
- **Summer II Lumberjack Orientation:** July 13, 2020
- **Spring Lumberjack Orientation** - January 14, 2020
- **Remaining 2019-2020 dates TBD**

Please note this is a tentative schedule. A one-year Standards Contract will be signed during the first 30 days of appointment to position.