2015-2016 Graduate Assistant Position Description
Orientation – First Year

Responsibilities and Tasks:

• Coordinate and co-instruct a two credit hour student leadership course for 30-40 orientation leaders, create course syllabus, class activities, discussions, and assignments. Review and assess student assignments. (Full spring semester).

• Assist in the planning and execution of 13 day-and-a-half long orientation sessions for first-year students.

• Plan and execute an off-campus, two-day student leader retreat. Create schedule, develop intentional lessons and activities, and plan travel and lodging accommodations.

• Supervise a team of student leaders during Orientation, Welcome Week, and other events. Attend weekly staff meetings and hold all team members to expectations.

• Assist in logistics planning and preparation for Welcome Week, including small group outlines, event submissions, organization of materials, and pre-event communications with staff and new students.

• Assist in the planning of Orientation Advising Committee meetings. Help create meeting agendas, communicate with committee members, and distribute meeting minutes.

• Plan end-of-year banquet, along with NODA intern, for orientation staff. Manage a set budget including location, menu, and recognition and appreciation items.

• Create assessment instruments to measure orientation leader learning outcomes, parent and student orientation experiences, and other assessments as needed. Analyze results, report recommendations and make necessary programmatic changes.

• Coordinate all planning for orientation leader recruitment and selection in Fall. Develop timeline, applications, interview formats, interest sessions, and methods for selection and notification. Prepare student director staff to help lead the recruitment efforts.

• Assist with the coordination, planning, and implementation of parent orientation schedules and services. Help create and/or reframe details of the schedule, lead out-of-state parent session, serve as a point of contact for parent questions and concerns during orientation. Assist in Parents Association member recruitment and customer service.

• Coordinate monthly events for the Orientation Leader alumni group. Assist the executive board with all planning and meetings.

• Create content for and maintain ongoing publicity via social media UTK New Vols sites.
• Assist with the planning, writing, and editing of comprehensive orientation publications including recruitment mailers, confirmation mailers, emails and programs guides.

• Plan & implement Fall Family Weekend with office staff. Take responsibility of at least one specific area of Family Weekend (Friday Check-In logistics, Street Fair, Volunteers, Sunday Brunch, Program Guide, etc.).

• Attend Student Life Professional Development seminars, office planning sessions, support division-wide meeting and activities, and research current trends and best practices related to the mission of the office.

• Field parent, family, and student phone calls, emails, and social media messages.

• Attend SROW conference (NODA) along with student leader team in the spring semester.

• Represent the Office of New Student & Family Programs at various university programs (i.e. Scholar’s Invitational, Open House, etc.)

Job Requirements/Qualifications:

• Enrolled in Graduate School at the University of Tennessee, Knoxville. Preference is given to students pursuing a career in higher education/student affairs.

• Excellent writing, teaching, training, research, event planning, public speaking, and customer service skills.

• Dedication to working with new students and parents of undergraduate students.

• Strong Microsoft Office and database management computer skills.

Salary/Benefits:

• Tuition Wavier plus $1,300/month stipend

• Health Insurance

• NODAC Professional Conference Registration & SROW

Term:

• 20 hours per week; 12 month appointment at will. Start date is May 12, 2015.

• Summer term classes and internships are not allowed due to the intensive nature of this assistantship during that time period.