



# New Student Orientation

## UNIVERSITY OF GEORGIA

The New Student Orientation (NSO) Graduate Assistant will work alongside the Orientation Directors in the Office of Undergraduate Admissions. The start date for this position is flexible, candidates will have the option to begin as an intern the summer prior their fall semester and go through the following summer. The contract will be revisited annually.

### Primary Responsibilities:

- Assist in the planning and facilitation of Orientation Leader program
  - Recruitment
  - Hiring
  - Supervision
  - Training
    - Retreat
    - Spring weekly meetings
    - May training
    - Mid-summer Retreat
- Coordinate the Orientation Alumni Program
  - Develop the monthly newsletter
  - Plan and promote events
- Social Media:
  - Manage pre and post orientation communication
  - Facilitate scheduled sessions
  - Maintain a schedule for regular communication
- *\*Facilitate Summer Orientation*
- Develop/Update Orientation Publications
- Create assessments and compile data reports for analyzation of the Orientation Leader Experience and Orientation Program Components
- Opportunity for Professional Development

*\*Based on performance and career aspirations Graduate Assistant may have the opportunity to remain with the program throughout the second summer as an intern.*

This position will deal with current students, new students, family members and supporters. The ideal candidate will be flexible, a self-starter, work independently, meet deadlines, energetic, and hard working.