



# New Student Orientation

## UNIVERSITY OF GEORGIA

### Graduate Assistant for Student Staff Development

New Student Orientation (NSO) is housed in the Office of Undergraduate Admissions within the Office of the Vice President of Instruction. NSO works with campus and community partners to employ a robust, student-centered orientation program supporting first-year students, transfer students, family members and supporters throughout the year. We welcome over 7,000 new students to our campus each year through intentional programming. NSO consists of a director, assistant director, and two graduate assistants.

The Graduate Assistant for Student Staff Development will be supervised by the Assistant Director of New Student Orientation. The start date for this position is August 2022 and ends May 2023. The contract will be revisited annually. If the graduate assistant is invited back for a second year, they will transition to the Graduate Assistant for Transition Programs & Initiatives role to have a well-rounded experience and would be supervised by the Director of New Student Orientation.

#### Primary Responsibilities:

- Assist in the planning and facilitation of the Orientation Leader program (50%)
  - Recruitment, selection, and supervision of orientation leaders
  - Training
    - Retreat
    - Spring weekly meetings
    - May Training
  - Assess Orientation Leader training and programs
  - Plan and execute signature events for student staff
- Coordinate Orientation Alumni Program (5%)
  - Quarterly newsletter
  - Signature events
    - Spring Alumni Picnic
- Social Media (25%)
  - Create and execute full social media plan on all platforms
  - Engage various audiences through unique programming
- Facilitate summer orientation (20%)

Based on performance and interest the Graduate Assistant for Student Staff Development may have the opportunity to remain with the program as an intern throughout the summer between their first and second years of graduate school.

The ideal candidate will be adaptable, meet deadlines, detail-oriented, enthusiastic, and hard working. Professional development funds are allotted to the person in this role to attend conferences, typically the NODA Annual Conference in the fall and the NODA Region VI Conference in the spring.

Please contact Nic Laconico, Assistant Director of New Student Orientation, at [nic.laconico@uga.edu](mailto:nic.laconico@uga.edu) with any questions.