



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 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 nearly 10,000 new students to our campus each year through intentional programming. NSO consists of a director, assistant director, coordinator 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 2024 and ends May 2025. 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 Family Programs & Special Initiatives role and will focus on family programming, the UGA 101 online modules, and various other special projects. The person in this position can begin their assistantship early and work with our team for the summer 2024 (May-August) orientation season.

This position offers a tuition waiver and a monthly stipend for 20 hours of work per week during the fall and spring semesters. Graduate assistants who remain for the summer will be paid for 40 hours of work per week.

Primary Responsibilities:

- Assist in the planning and facilitation of the Orientation Leader program (60%)
 - Recruitment, selection, and supervision of orientation leaders
 - Assess Orientation Leader training and programs
 - Retreat
 - Spring weekly team meetings
 - May training
 - Plan and execute signature events for student staff
- Coordinate Orientation Alumni Program (10%)
 - Quarterly newsletter
 - Signature events
 - Spring Alumni Picnic
- One UGA: Story-Telling and Belonging Initiative (10%)
 - Work with assistant director to promote and facilitate One UGA program
- Plan and facilitate orientation (20%)
 - Resource Fair
 - Involvement Fair
 - Orientation leader programs

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 Jansen Rouillard, Assistant Director of New Student Orientation, at jansen.rouillard@uga.edu with any questions.