



# New Student Orientation

## UNIVERSITY OF GEORGIA

### Graduate Assistant for New Student Orientation

New Student Orientation (NSO) is one of 20 units housed within the Division of Student Affairs at the University of Georgia. 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, along with another 15,000 guests. NSO consists of a director, assistant director, coordinator, one graduate assistant, and one undergraduate media intern.

The Graduate Assistant for New Student Orientation will be supervised by the Assistant Director of New Student Orientation. The start date for this position is August 2025 and ends May 2026. The contract will be revisited annually. The person in this position can begin their assistantship early and work with our team for the summer 2025 (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 up to 40 hours per week.

#### Primary Responsibilities:

- Assist in the planning and facilitation of the Orientation Leader program (55%)
  - Recruitment, selection, and supervision of orientation leaders
  - Assess Orientation Leader training and programs
    - Retreat
    - Spring weekly team meetings
    - May Day Training
  - Plan and execute signature events for student staff
- Coordinate Orientation Alumni Program (10%)
  - Assist with development and fundraising initiatives
  - Contribute to signature events
- Identify and execute a special project based on a topic of interest (10%)
  - Work with assistant director to facilitate a special project based on a topic of interest through all stages of planning, development, and execution
- Assist in the creation and execution of Departmental assessment initiatives (10%)
  - Implement assessment agenda for Department
  - Coordinate reports of data specific to target audience
- Plan and facilitate orientation (15%)
  - 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, self-directed, enthusiastic, and hard working. Professional development funds may be allotted to the person in this role to attend the NODA Region VI Conference in the spring.

Please contact Jansen Rouillard, Assistant Director of New Student Orientation, at [jansen.rouillard@uga.edu](mailto:jansen.rouillard@uga.edu) with any questions.