



WILLIAM & MARY

CHARTERED 1693

GA for New Student Orientation (One Position) **Office of Student Transition Engagement Programs (STEP)** **Division of Student Affairs**

Position Overview

The Graduate Assistant for New Student Orientation, as a member of Student Transition Engagement Programs (STEP) and part of the Campus Living Thematic Area, is responsible for assisting STEP's Assistant Director and Director with the planning and implementation of the fall and spring semester New Student Orientation programs.

Department Mission

Our mission is to connect and engage students throughout their W&M transitions with community partners to develop resilient and thriving individuals.

Position Type

☒ Masters Level

☐ Doctoral Level

☒ Full-time (20 hours/week)

☐ Part-time (10 hours/week)

Compensation / Benefits

- This assistantship qualifies a full-time student for the in-state tuition waiver
- For students enrolled in the Higher Education program:
 - Tuition subsidy (student pays \$2,500/year in tuition)
 - \$16,500 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto student account to for parking pass, meals, or other student expenses
- For non-Higher Education students:
 - School of Education tuition (in-state rate) + \$5,000 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto student account to for parking pass, meals, or other student expenses

Position Elements

☒ Mostly 9 a.m. -5 p.m. work

☐ Frequent night/evening work

☒ Occasional night/evening work

☒ Weekend work: **Sometimes**

☒ Hires student workers

☒ Frequent student interaction

☒ Advises individual students

☒ Supervises / evaluates student workers

☒ Leads training sessions for students

☐ Advises student organizations

☒ Budget management

☐ Individual work space

☒ Independent work

☒ Event/program management

☒ Shared work space

☒ Collaborative / group work

☒ Conference/workshop funding available

☒ Opportunity for committee work

☒ May take internship at same time as GA

☒ **Opportunity for summer employment**

Additional elements:

- Office hours are flexible.
- Night/evening and weekend work required during specific times of the academic year.
- Opportunities exist for regional travel representing the STEP Office and university.

Job Responsibilities

- Co-advise and develop training curriculum for Orientation Area Directors (undergraduate student leaders)
- Plan student leader training, to include both fall Orientation Aides (OAs) and spring Orientation Aides (SOAs)
- Assist in creation and implementation of both fall and spring New Student Orientation programs
- Develop and implement orientation communication plan involving email newsletters, social media, blog, and hardcopy marketing pieces
- Develop, implement, and coordinate the scheduling and assessment of all orientation programs and student leader trainings
- Coordinate and conduct student leader (Fall OA, Spring OA, OAD) hiring processes
- Manage the Student Leader Hiring System (StarRez)
- Participate in divisional activities, including monthly Division meetings and semester Kick-off/Renewal Days
- Supervise undergraduate student worker(s) and manage product tasks
- Supervise, oversee, and attend various campus events
- Other duties as assigned

Preferred Qualifications

- Ability to collaborate with others while exhibiting a high level of creative energy and flexibility.
- Demonstrated ability and organizational skills to coordinate and manage concurrent processes.
- Asset if willing to invest in and foster the growth and development of passionate and highly devoted undergraduate student leaders.
- Prior experience with orientation and/or new student programs is strongly preferred.

Learning Outcomes

- Gain understanding of the Orientation/Transition/Retention functional area within Student Affairs and the greater environment of Higher Education.
- Interact with services and programs across the university landscape in order to support student success.
- Further develop skillsets that promote college student development, personal/professional task management, and program/event/initiative coordination.
- Gain experience in general human resources processes, team development, and staff supervision.
- Develop self-awareness and connection of personal values to profession goals

Position Contact

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