

## **Job Description:**

The Graduate Assistant (GA) in Orientation will work collaboratively with the with the New Student Orientation Team and Institute partners to plan, develop and implement a successful orientation program for more than 2500 first-year students, families and transfer students. Responsibilities will vary based on tasks and projects that need to be accomplished and the interests of the GA, but will include: collaborating with the Director/Assistant Director in the training and supervision of 115 Orientation Assistants; coordination of the Orientation Resource Fair and the Transfer Transition Program; planning for and implementing the Orientation Assistant recruitment and selection processes; planning and implementing “off-quarter” orientation programs and many other “as needed” tasks. As a result of this hands-on, intense and rewarding experience, the GA will understand the "big picture" and have a "behind the scenes" perspective of all of the details and planning necessary to put together a successful five day Orientation program. The GA will learn and understand the art of planning an orientation program from start to finish, including program development and implementation; have working knowledge of Institute communication to first year families and students; be able to develop, and implement training curriculum programs for the paraprofessional staff (OAs); and understand programmatic logistics. The GA will join an office of three full-time dynamic and motivated professionals who work with multiple Institute committees to plan and implement Orientation. The GA will be viewed and incorporated as a professional staff member and will be supervised by the Assistant Director of Orientation.

## **Qualifications and Experience:**

Applicants should be proficient with the Microsoft Office Suite. Desirable qualities include: hard-working, self-motivated, solid ethical decision making skills and the ability to think quickly and critically, adaptable to change, flexible, sense of humor, clear and concise communication skills, solid organizational skills, energy and stamina for the long hours that Orientation requires, respect for diversity including Deaf culture. Applicants must be willing to learn basic sign language (tools will be provided). The sincere desire to make a difference in the lives of new students and families is at the core of everything we do.

## **Application Process**

Applications are available online at:

<http://www.rit.edu/studentaffairs/SAGraduateAssistantships.php>

Applications will be reviewed until the position is filled; however, applications submitted on or prior to **March 31<sup>st</sup>** will receive priority consideration:

**Interview Day**

- Interviews for the Graduate Assistantship will be conducted on **April 11th, 2008** at RIT. If your skills and experiences indicate you are a potential candidate for any of our positions, you will be contacted to schedule an interview.
- In-person interviews are strongly preferred; however, telephone interviews may be scheduled for those candidates who cannot travel to RIT.

**If you have any questions about the Graduate Assistant for Orientation position or the application/interview process, please contact:**

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