Job Description

Position Title: Graduate Assistant for Special Programs and Events

Office: The Office of Orientation

Reports to: Assistant Director for Special Programs and Events

Date: August 2016

Primary Purpose: The Special Programs and Events Graduate Assistant (GA) position for the Office of Orientation reports to the Assistant Director for Special Programs and Events, and supports the mission of the College of Undergraduate Studies. The Special Programs and Events Graduate Assistant will directly coordinate and manage major office programs, serve as the liaison for all marketing and strategic communications to engage students and parents through our website, Parent Guide, social media, and facilitate day of event operations.

Essential Job Functions:

- Responsible for the set-up and management of Shark Preview day of program check-in, check-out and luggage check stations.
- Directly responsible for the planning and execution of office programs such as, but not limited to: Shark Preview, Student Reunions, and admission’s events.
- Responsible for the annual Parent Guide publication content including negotiating vendor discounts and services.
- Work with the Office of Marketing and Administrative Services to develop and produce marketing materials for Shark Preview.
- Liaison with the Office of Marketing and Administrative Services, Undergraduate Admissions and the Office of Orientation for web content development and maintenance (no web design experience necessary).
- Responsible for the timely management of content for the ‘Class of’ Facebook groups, and additional Office of Orientation social media platforms including but not limited to Facebook, Twitter and OrgSnyce, as well as other forms of media (video/photo) development.
- Work closely with the Assistant Director for Special Programs and Events and Administrative Assistant to manage Shark Preview and other program logistics.
• Assist the Assistant Director for Special Programs and Events in maintaining data on Shark Preview attendance records as well as Shark Preview student enrollment and retention.

• Attend all Shark Preview Leader trainings, retreats and team bonding events.

• Assist with implementation of Shark Preview Leader staff development, trainings and retreats when necessary.

• Assist with Office of Orientation programs outside of Shark Preview when necessary.

• Develop and monitor budget expenditures of assigned program tasks.

Additional Job Functions:

• Work with other divisional and campus departments to foster strong relationships with regards to Office of Orientation programming efforts, including but not limited to:
  
  o Collaborating with various offices within and outside of the Division of Student Affairs/College of Undergraduate Studies to provide information to new and continuing students.
  
  o Participate in University events and activities on behalf of the Office of Orientation.
  
  o Promote and support all programs and initiatives within the Division of Student Affairs and College of Undergraduate Studies.

• Stay current on research and be a resource regarding national trends in orientation and the transitional needs of new students.

• Must embrace and exemplify the core values, commitment statements and the NSU Experience Model of the Division of Student Affairs and College of Undergraduate Studies.

• Assist with major divisional research for any and all new student affairs initiatives and programs.

• Will attend various office and major Orientation and Shark Preview committee meetings; including but not limited to Office of Orientation Staff Meetings, Office of Orientation Team Trainings, and Direct Supervisor One-On-Ones.

• Assist with inventory and the organization of storage spaces.

• Assist with office responsibilities including answering phones, filing, and faxing, photocopying and other office duties.

• Ability to orally communicate effectively with others, and in writing.

• Continually communicate with the Assistant Director of Special Programs and Events about projects, events, responsibilities, and concerns. Ask for help when needed.

• Available at least 30 hours per week during established office hours. Must be flexible with work schedule – available to work during the day, evenings, and weekends. Per University policies, international students are allowed to work 20 hours.
• Maintain complete confidentiality.

• Other duties as assigned by the Assistant Director of Special Program and Events, the Director of Orientation, the Associate Dean of the College of Undergraduate Studies, the Assistant Dean, Associate Dean, the Vice President of Student Affairs/Dean of the College of Undergraduate Studies or other staff in special project assignments.

Required Qualifications:

• NSU student pursuing a graduate or terminal degree in College Student Affairs.

• Bachelor’s degree in a relevant discipline from an accredited university must already be completed.

• Must have a valid driver’s license.

Preferred Qualifications:

• Must be extremely organized and detail-oriented.

• Would like to have someone who has demonstrated quality campus involvement at the previous institution.

• Would like to have someone who has had the opportunity to plan, promote and/or execute a campus event or program at the previous institution.

• Must have wise judgment to make good decisions, and must represent the division with integrity.

• Must be a creative, positive, helpful, student-oriented, friendly, and most important have a sense of humor.

• Must demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity.

• Familiarity with Microsoft Word, Excel, Power Point, and Publisher; Email Program; Internet and basic computer knowledge.

• Ability to work independently and as a team.

• Must be able to lift twenty (20) pounds.