Job Description

Position Title: Training & Development Graduate Assistant

Office: The Office of Orientation & Commuter Involvement

Reports to: Director to Orientation & Commuter Involvement

Date: January 2015

Primary Purpose: The Training & Development Graduate Assistant (GA) position for the Office of Orientation and Commuter Involvement (OCI) reports to the Director of OCI and supports the mission of the College of Undergraduate Studies. The Training and Development Graduate Assistant will manage and assist in aspects of the planning and organization of student Transition Team recruitment, selection, employment, recognition, training and on-going staff development and inservices. This position directly supervises three Orientation Coordinators.

Essential Job Functions:

Team Oversight

- Directly responsible for the supervision of the two Orientation Coordinators for Training and Development, the Nursing Orientation Coordinator, five Nursing Orientation Leaders and Regional Campus College of Nursing student liaisons.

- Develop and coordinate the Transitions Team (Orientation Leaders/Peer Leaders, Shark Camp Leaders and Orientation Coordinators) selection process; including, but not limited to marketing, planning of information sessions, update of team contracts, coordinating the interview process, along with the group process, contract review sessions and assisting each new team member through the University’s student employment process.

- Provide on-going supervision and support to a group of Orientation Leaders/Peer Leaders through bi-weekly one on one meetings to monitor the students’ communication plan efforts.

- Responsible for the update of assessment content, distribution to students/guests and compilation of findings for reports.

- Directly responsible for the planning the annual transition team training; including, but not limited to, training curriculum, logistics, guests speakers, preparation of materials, social outings and assessment.
• Plan, organize and lead the annual student staff retreat.

• Assist Director and Assistant Director in planning annual graduate assistant training and semester staff in-services.

• Responsible for all team communications in relation to; including, but not limited to, hours, meetings and upcoming events.

• Coordinate the student office staff hourly schedule each semester, and staying on top of their request for time off. This also includes the coordination of our office staff to work/volunteer at all campus-wide events; including, but not limited to Open Houses, Homecoming, Admissions events, along with all direct events.

• Responsible for coordinating the performance evaluation process for all student staff.

• In charge of the annual orientation team skit production, team practice and performances for summer orientations.

• Will assist the office Administrative Assistant and Director with the transition team employment process by coordinating all paperwork, communications with staff about the process and will ensure individual follow-up with team members.

• Directly responsible for orientation day-of prep; which will require planning of staff responsibilities leading up to the orientation program so that all materials and signage are gathered so that supply bins are prepped accordingly, and then dismantled afterwards in a manner that ensures ease of prep for our next program.

• Responsible for constructing student duty logs and administrative staff duty logs indicating by time/program where each staff member needs to be on the days of Orientation.

• In charge of formal staff recognition, and planning of the annual banquet.

• Assist with the execution of all orientation programs.
  o Required to reside in the Leo Goodwin Residence Hall the night before and during all overnight orientation programs.
  o Travel to regional campus orientation program may be required.

• Assist Assistant Director and Director of OCI with program development and all logistics as needed.

• Attend all Orientation Leader trainings, retreats and travel to the Southern Regional Orientation workshop (if we are able to attend).

• Develop and monitor budget expenditures of assigned program budgets.

Additional Job Functions:

• Work with other divisional and campus departments to foster strong relationships with regards to orientation programming efforts, including but not limited to:
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.

Participate in University events and activities on behalf of the Office of Orientation and Commuter Involvement.

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 committee meetings; including but not limited to Orientation Advisory Council, Central Staff Meetings, Orientation Team Trainings, and Direct Supervisor One-On-Ones.
- Assist with OCI inventory and the organization of OCI 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 Director and Assistant Director 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 Orientation & Commuter Involvement, the Assistant Dean of First Year and Transitional Programs, 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.