

**The University of Kansas  
Office of First-Year Experience  
Graduate Assistant--Position Description**

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**Overview:** The Office of First-Year Experience works to assist students with their transition to the University of Kansas. The office coordinates Orientation, Hawk Week, and UNIV 101. As well as, the KU Common Book Program, First-Year Seminars and Learning Communities. The Higher Education Graduate Assistant will assist the Associate Director of Orientation Programs and Orientation Staff Team with Orientation program planning and implementation as well as with the recruitment, selection and training of the Orientation Assistant/Coordinator staff team.

**Mission:** The Office of First-Year Experience works in partnership with campus and community partners to create environments that help students to discover, engage and belong at KU.

**Responsibilities include but are not limited to the following:**

***Discover***

- Assist with creating a staff manual for the Orientation Assistant/Coordinator team that includes an emergency management plan, progressive discipline model, wellness chart and a code of conduct
- Assist with online training modules for the Orientation Assistant/Coordinator staff team that focuses on customer service and crisis management etc.
- Assist the Student Systems Coordinator with assessment surveys of the orientation programmatic efforts for students, parents and guest.
- Serve on internal and external university wide departmental committees and workgroups.

***Engage***

- Present to students, parents, and guests during orientation sessions and campus outreach programs throughout the academic year.
- Assist with the recruitment and selection process for the Orientation Assistant/Coordinator staff team.
- Assist with spring and summer training sessions for the Orientation Assistant/Coordinator role including working with the Undergraduate Advising Center to coordinate training for the Peer Advisors.
- Assist with the supervision of the Orientation Assistant and Orientation Coordinator staff team.
- Assist with the coordination of the Recognition Ceremony for the Orientation Assistant/Coordinator team
- Plan and execute the end of the semester Finals Fill Up event with the Undergraduate Advising Center.

***Belong***

- Assist with the planning of summer, fall and spring orientation programs including coordination of the Opportunities Fair, Living and Thriving: Campus Partner Panel and Open Enrollment sessions.
- Assist with the coordination and implementation of Hawk Week programming, including facilitation of Community Meeting sessions for off-campus students.
- Participate in KU Common Book activities throughout the academic year and serve as a facilitator for the KU Common Book Discussions program held during Hawk Week.
- Serve as a presenter/or representative for recruitment events such as the Office of Admissions Leadership Symposium and Crimson and Blue Day.

**Required Qualifications:**

- Enrollment at KU for 2020-2021 as a graduate student in good standing with the university. Must be enrolled in at least 6 credit hours and no more than 9 hours per semester. (More than 9 hours must be approved by supervisor)
- Must be available to work fall and spring orientation sessions and Hawk Week.
  - Including night and weekend commitments and during peak times in the Office of First-Year Experience
- Willingness to co-instruct a UNIV 101 Experience course with a fulltime faculty/staff member.
- Commitment to social justice, equity and inclusion.
- Ability to lift 25 pounds.

**Preferred Qualifications:**

- Experience with working with diverse student populations.
- Previous experience with orientation or related student affairs and transition programs.
- Previous experience with student staff recruitment, selection and training.
- Ability to organize information, schedule activities and balance multiple projects while working independently.
- Effective verbal and written communication skills.
- Knowledge of/willingness to learn University offices, academic programs and resources.
- Proficiency with Microsoft Office applications, including word processing, spreadsheets, and databases.
- Excellent customer service and crisis response experience.

**Hours:** 20-25 hours per week. (Academic year)  
40 hours per week (summer term)

**Start Date:** Summer 2020 (Late May/early June start date)

**Salary:** \$510.00/biweekly

**Length of Appointment:** Two year commitment preferred

**Contact:** Paige Freeman, Associate Director  
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