



## Southern Illinois University Edwardsville | Office of the Vice Chancellor for Student Affairs

<b>Title of Position:</b>	New Student Transitions Graduate Assistant
<b>Contact:</b>	Kelly Moroney New Student Transitions Coordinator kmorone@siue.edu
<b>Number of Positions available:</b>	1
<b>Contract Length:</b>	12 Months Summer Employment Required
<b>Average Number of Hours per Week:</b>	20
<b>Position Requirements:</b>	May require work on weekends and evenings
<b>Salary:</b>	\$15/hour during Summer \$913.92/month during School Year

### Position Description:

- Assist in the planning and execution of a 4-day extended orientation program (SIUE Experience) in the fall and a 2-day extended orientation (Winter Welcome) in the winter
- Assist in the hiring, training, supervision, and mentoring of up to 60 student leaders (Cougar Guides)
- Create content for and maintain ongoing communication with incoming students via our Get Connected email series
- Organize the creation or update videos for the Get Connected series
- Collaborate with spring practicum students and Admissions Graduate Assistants to develop and maintain content for shared social media accounts (Facebook, Instagram, and Snapchat)
- Facilitate activities during the SIUE Experience and Winter Welcome
- Assist in the implementation and presentation of Cougar Guide Training
- Field parent, family, and student emails, social media messages, and phone calls
- Represent the Office of the Vice Chancellor for Student Affairs at various university programs (School of Dental Medicine Welcome, ASK ME!, Cougar Cocoa, etc.)
- Create assessment instruments to measure orientation leader learning outcomes, parent and student orientation experiences, and other assessments as needed. Analyze results, report recommendations and make necessary programmatic changes
- Communicate program updates to the SIUE Experience Committee at bi-weekly meetings
- Participate in the bi-weekly Springboard to Success Committee

### Required Qualifications:

1. Enrolled as a Graduate Student for the 2020-21 Academic Year
2. Dedication to student learning and development on an undergraduate and graduate level
3. Interest in learning about and applying social justice to practice
4. Strong written and verbal communication skills
5. Excellent event planning, public speaking, and customer service skills
6. Strong organizational skills and an ability to manage multiple projects at once
7. Ability to create marketing materials when needed
8. Ability to work independently and take initiative on projects without direct supervision.
9. Must be available to start during Summer 2020 (exact start date is negotiable)

### Preferred Qualifications:

1. Available to stay on during summer 2021