

## **Graduate Assistant for First-Year Programs**

The First Year Programs Graduate Assistant will partner in planning and facilitating transition programming, including, but not limited to, Welcome Week, New Student Orientation, and programs held throughout the year to reach transfer and upper-class students. The GA will be responsible for marketing social and educational programming toward and providing support to undergraduate students. The GA will be able to demonstrate an understanding of the purpose of new student orientation and transition programs while possessing strong communication skills, take initiative, be task-oriented, open to change and new opportunities, and must support the mission, vision, and goals of First Year Programs and the Division of Student Affairs of Rider University.

## **Responsibilities**

- Assist in the supervision of 8-10 undergraduate orientation leaders.
- Assist in the recruitment, selection, and training of orientation leaders and peer mentors.
- Assist in the development, logistics planning, and preparation for a week-long welcome week for new and returning students.
- Assist in the development of a marketing campaign for Transition Programs, Shared Read, and associated programs and events.
- Coordinate all planning for orientation leader recruitment and selection. Develop timeline, advertisements, applications, information sessions, and methods for selection and notification.
- Create content for and maintain ongoing publicity via social media, Transition Programs website, and printed materials.
- Assist with the planning, writing, and editing of comprehensive Transition Programs publications including mailers, emails, and program guides.
- Coordinate online orientation.
- Attend Division of Student Affairs staff meetings, department meetings, and support division-wide meetings and events.
- Attend the NODA Regional Conference in the spring as well as other professional development opportunities that may arise.
- Represent Transition Programs at various university programs (i.e. Admitted Students Day, Open House, etc.)
- Perform other duties as assigned, some evening and weekend hours required.

Contact:

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