Division of Student Affairs

Position: Graduate Assistant (Orientation)
Department of Student Development, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description:
Under the direction of the Assistant Director of Student Development, he/she will be responsible for assisting with the planning and coordinating of New Student Orientation and Family Weekend Programs.

Responsibilities include (but are not limited to):

- Assist with New Student Orientation
  - Manage the Orientation email and voicemail
  - Work with the Assistant Director of Student Development to hire new Orientation Coordinators and Orientation Leaders. This includes creating hiring timeline, updating position applications, room reservations, reviewing candidate applications, and conducting interviews
  - Assist with the development and implementation of the Orientation Leader Spring training class
  - Oversee the hiring of Group 0 staff members who serve as behind-the-scenes logistical support for the summer Orientation programs
  - Manage the organization and inventory in our storage space of Orientation give-a-ways and supplies

- Assist with Family Weekend
  - Creation and implementation of the Family Weekend schedule
  - Communicating with vendors contributing to Family Weekend programming

- General
  - Serve as “front-line” assistance in D’Angelo Center 213
  - Create agenda for Student Development professional staff team meetings in collaboration with the Associate Dean of Student Development
  - Develop and maintain professional relationships with the University’s community, including faculty, administrators, staff and students
  - Perform other duties as requested

Qualifications
- Bachelor’s degree
- Must have applied and been accepted into a Graduate Program at St. John’s University
- Effective leadership and oral communication skills
Must be available to work on some Wednesdays evenings during the Spring semester and select Saturdays during the Fall semester
Must be available to work minimum of 4 days during University hours.
Proficient in computers and the use of Microsoft Office programs including Word, Excel, and Publisher
Ability to maintain confidentiality in all duties assigned

Length of Assistantship: This position requires a commitment of 20-25 hours per week. The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August, and is subject to supervisor approval and budget allowance.