Position: Graduate Assistant for First Year Programming/Fraternity & Sorority Life
Staten Island Campus, 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 Associate Director for Student Life, the Graduate Assistant for First Year Programming will be responsible for various projects and assignments within the Department of Student Affairs. This Graduate Assistant position is multi-faceted in meeting the co-curricular needs of a diverse, undergraduate student population. This position requires weekday, evening, and weekend hours as needed.

Responsibilities include (but are not limited to):
Areas of Focus: New Student and Parent Orientation, Transfer Orientation, Discover New York and First Year Programming

- In conjunction with the Associate Director for Student Life and Assistant Director for Student Life, provide oversight for aspects of specific First Year Signature Programming
  - First Year Students, Transfer and Parent Orientation
  - Discover New York Peer Mentors and Out-Of-Class Experience
  - Reunion Programming
  - New Student Convocation
  - Welcome Week Activities

- Assist in the recruitment, training and overseeing of orientation leader student staff.

- Assist in the planning and implementation of the new student, parent and transfer summer and spring orientation programs.
  - Work directly with Academic and Student Services offices on the development and execution of orientation sessions to assist with the transition to college life both academic and co-curricular.
  - Work directly with the orientation leader staff team in developing authentic “college life” skits to be performed during program.
    Assist in the design and implementation of the orientation leader yearly leadership and team-building retreat.

- Assist Student Life administrators in creating a general marketing strategy for all First Year Programs.
  - Create and maintain targeted direct-marketing e-mail communication strategy to deliver information to all incoming and new students.
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- Oversee the Facebook and Twitter presence for New Student Orientation and maintain 24/7 updates and communication regarding programs, events and news.
- Engage freshmen students through target e-mails based on their interests on the freshmen orientation survey.
- Manage expectations of Peer Mentors and Faculty members as it pertains to individual class responsibilities.
- Provide support to DNY Faculty members in the selection and logistics of all off-campus trips and programs.
- Oversee the development of a well-balanced calendar of Reunion Programs for new students that address college life for students to include Career Planning, Money Management, Diversity Awareness, Academic Excellence and Social Engagement.

- Assist Student Life administrators in managing Staten Island Campus Fraternity and Sorority Life programs and organizations.
  - Assist in the planning and implementation of community-wide programming initiatives such as Greek Week, Accreditation Activities/Programs, Round Robin, Greek101 Session, Service Projects.
  - Assist in the planning and execution of all aspects of Meet the Greeks, Leadership retreat, including but not limited to reserving rooms/locations for events, coordinating with catering and event services, purchasing supplies, and oversight of any promotional materials.
  - Contribute to the advising of each Fraternity and Sorority on campus.
  - Assist with the planning and implementing of all aspect of the President Circle programs and events.
  - Assist in the planning and execution of leadership development programming for the sorority and fraternity community.
  - Attend weekly bi-weekly one-on-one supervision meetings and weekly Sorority & Fraternity Life staff meetings.

General

- Establish and complete 20 office hours per week in addition to weekend and evening hours as needed.
- Work with various offices and individuals in developing programs and advertising for events.
- As assigned by supervisor, attend various Student Life staff meetings and individual meetings with project manager.
- Serve as a chaperone, as needed.
- In conjunction with Student Life administrators serve as a mentor to student organization E-Boards that are under Student Life umbrella.
- Other duties as assigned by the administrators in the Area of Student Life.
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Qualifications

- Bachelors degree required
- Enrollment in a full-time Master’s program in Higher Education, Student Personnel Administration, Counseling, or other related field required.
- Programming experience, organizational skills, ability to work within budgets, understanding of student learning theories and community development is preferred.
- Effective leadership and oral communication skills
- Excellent written communication skills
- Must maintain confidentiality in all duties assigned
- Effective organization/multi-tasking skills
- Ability to program various events for large groups of students, faculty and parents/families with diverse needs and interests

Length of Assistantship: This position requires a commitment of 20 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.