Position Title
Graduate Assistant, Specialized Orientation Programs and Logistics

General Description
Orientation and Transition Programs (OTP) creates dynamic, student-centered experiences to inspire purposeful transitions. OTP is organizationally a part of the Center for Advising and Student Achievement (CASA). CASA is made up of six units which include Orientation and Transition Programs, Advising for Undeclared Students, Key Learning Communities, Outreach and Support Programs, Opportunity Scholar Programs and Health Professions Advising.

The Graduate Assistantship for Specialized Orientation Programs and Logistics will function as a professional staff member within Orientation and Transition Programs (OTP) and works directly with assisting in the coordination of specialized orientation programming including: Online Ram Orientation, Online Ram Orientation-LIVE, Ram Orientation for International Students and the spring Ram Orientation programs. This position reports directly to the Coordinator for Orientation Programs.

Primary Responsibilities
The responsibilities of the Graduate Assistant for Specialized Orientation Programs and Logistics are largely associated with orientation programs that serve specialized populations of new first-year, transfer and international students. (Please note: this position does not have any responsibilities related to summer orientation programming). The nature of this position requires staff members to be both pro-active and responsive to ever changing programs and services. The Graduate Assistant works with undergraduate student leaders and staff from across campus. Specific responsibilities include:

• Program Coordination
  o Assist the Coordinator for Orientation Programs with managing and developing all the Online Ram Orientation programs for first-year, transfer and international students.
  o Coordinate the supplemental on-campus orientation (Online Ram Orientation- LIVE) program for students who have completed Online Ram Orientation for both the fall and spring programs.
  o Assist with the coordination of spring orientation programs for new first-year, transfer and international students
  o Maintain connections with online orientation participants by developing on-going community building initiatives for students.
• Student Staff Logistics and Development
  o Train and develop the international orientation team for both the fall and spring Ram Orientation for International Students programs
  o Develop connections with campus partners to institute initiatives for cultural competence training amongst students and staff
• Assessment
  o Create and manage assessment instruments to measure orientation leader learning outcomes, guest and student orientation experiences, and other assessments as needed. Analyze results, report recommendations about necessary programmatic changes.
• Research and Benchmarking
  o Research cutting-edge programs across the nation focused on specialized orientation programming and make recommendations for the implementation and enhancements of current programming.
• Additional responsibilities
  o Develop and maintain a social media plan for the summer and train office assistant with the implementation of the plan for summer orientation programs.
Coordinate and recruit team of bi-lingual students and campus partners to serve as support for Spanish-speaking parents, families, and guests at Ram Orientation programs.

Build and maintain positive working relationships with campus partners to support specialized orientation programs and initiatives.

Serve as an effective and contributing team member through open communication and support of co-workers as well as of OTP programs coordinated by team members.

Other duties as assigned.

**Desired Qualifications**

- Must be a graduate student currently enrolled at Colorado State University
- Demonstrated interest in and desire to enhancing specialized orientation programming
- Demonstrated experience with new student orientation programs, first year experience programs, peer mentoring programs or related experiences
- Demonstrated passion for programming and services that support first-year, transfer and international students
- Demonstrated commitment to serving as a student advocate and creating student centered experiences
- Demonstrated ability to supervise student staff members
- Strong dedication and commitment to training and development of student staff
- Strong interpersonal skills
- Ability to work autonomously and as a team member
- Demonstrated well developed organizational and administrative skills
- Strong research and networking skills
- Excellent writing and oral communication skills
- Creativity, flexibility and adaptation skills
- Desire to utilize research and assessment to create student centered programming

**Terms of Employment and Remuneration**

The assistantship is a 25 hour/week appointment that provides the student with tuition for the 2016-2017 academic year (full tuition regardless of the student's in-state or out-of-state residency status), plus a monthly stipend as designated by the graduate school. The period of employment is from mid-July to mid-May.

**Office Location**

Orientation & Transition Programs
202 Aylesworth Hall NE
Fort Collins, CO 80523

**Supervisor/ Contact Information**

Amber Hoefer
Coordinator, Orientation Programs
Orientation & Transition Programs
202 Aylesworth Hall NE
amber.hoefer@colostate.edu
(970) 491-4184

**Website**

[www.otp.colostate.edu](http://www.otp.colostate.edu)