

**ORIENTATION & TRANSITION PROGRAMS (OTP)  
CENTER FOR ADVISING & STUDENT ACHIEVEMENT (CASA)  
GRADUATE ASSISTANTSHIP**

**Position Title**

Graduate Assistant, First & Second Year Programs

**General Description**

The Center for Advising and Student Achievement (CASA) empowers students to explore and engage in their educational and personal purpose, within an inclusive community that supports learning and graduation. CASA is made up of five units which include Orientation and Transition Programs, Advising for Undeclared Students, Key Communities, Outreach and Support Programs, and Health Professions Advising. The mission of Orientation and Transition Programs is as follows: Orientation & Transition Programs creates dynamic, student-centered experiences to inspire purposeful transitions.

The Graduate Assistantship for First & Second Year Programs will function as a staff member within Orientation and Transition Programs (OTP) and the Center for Advising and Student Achievement (CASA) and works directly with assisting in the coordination of first and second year experience programming including: The **First Year Mentoring Program**, the **Getting to Year 2 @ CSU Conference**, and **Year 2 @ CSU: Second Year Program**. This position reports directly to the Coordinator for First and Second Year Programs.

**Primary Responsibilities**

The responsibilities of the Graduate Assistant for First & Second Year Programs are largely associated with first and second year transition programs, yet the Graduate Assistant still has additional responsibilities to other programming in the unit. 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 closely with undergraduate Peer Mentors, staff of the academic colleges, and student affairs staff across campus. Specific responsibilities include:

- Support the coordination of the First Year Mentoring Program including the following:
  - Supervise, train and evaluate First Year Mentoring Program Peer Mentors (approximately 30).
  - Co-Coordinate program-wide events including the First Year Mentoring Program Fall Kickoff, Ice Cream Social at mid-semester and End of Semester Celebration.
  - Coordinate and oversee the recruitment and selection process for new First Year Mentoring Program Peer Mentors.
  - Any additional programmatic efforts as needed to support student staff in their role.
- Assist with the planning and coordination of the Getting to Year 2 @ CSU Conference for first year students in the spring semester, (specifically overseeing conference programs and logistics) as well as any other newly developed first year transition programs.
- Assist as necessary in the support of the Year 2 @ CSU: Second Year Programs Board (5 students) whose goal is to provide programming, services and outreach to assist current second year students with their transition to a second year. (Including traveling on the Year 2 @ CSU: Alternative Spring Break experience, regardless of professional development conference conflicts).
- Support various aspects of Ram Welcome: Experience CSU (Fall Orientation/ Welcome Week) as necessary.

- Assist in the development and revision of first and second year programs publications and marketing.
- Research cutting-edge programs across the nation focused on first and second year student transition and make recommendations for the implementation and enhancements of current programming.
- Build and maintain positive working relationships with campus partners to support first and second year programs and initiatives
- Other duties as assigned.

### **Desired Qualifications**

- Must be a graduate student currently enrolled at Colorado State University.
- Interest in and desire to enhance programming for first year and second year students.
- Demonstrated experience with new student orientation programs, first year experience programs, peer mentoring programs or related experiences.
- Student centered
- Ability to supervise
- Dedication to training and development
- Strong interpersonal skills
- Ability to work autonomously and as a team member
- 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-focused programming

### **Terms of Employment and Remuneration**

The assistantship is a 25 hour/week appointment that provides the student with tuition for the 2011-2012 academic year (full tuition regardless of the student's in-state or out-of-state residency status), plus a monthly stipend beginning at \$1,730 per month. The period of employment is from mid-July to mid-May.

### **Office Location**

Orientation & Transition Programs  
202 Aylesworth Hall NE

### **Supervisor/ Contact Information**

Keith Lopez  
Coordinator, First & Second Year Programs  
Orientation & Transition Programs  
202 Aylesworth Hall NE  
[keith.lopez@colostate.edu](mailto:keith.lopez@colostate.edu)  
(970) 491-4304

### **Website**

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