

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

Position Title

Graduate Assistant, Transfer Programs

General Description

The Center for Advising & Student Achievement (CASA) empowers students to explore and engage in their educational and personal purpose, within an inclusive community that supports learning and graduation.

Orientation and Transition Programs in CASA assists in the orientation and transition experience of transfer, first year and second year students by providing intentional programming, services and outreach. The Graduate Assistantship for Transfer Programs will function as a staff member within Orientation and Transition Programs (OTP) and the Center for Advising and Student Achievement (CASA). Orientation and Transition Programs coordinates programming for transfer students that includes *Next Step Transfer Orientation*, *Ram Welcome: Experience CSU* and the *Transfer Mentoring Program*.

Primary Responsibilities

The responsibilities of the Graduate Assistant for Transfer Programs will largely be associated with the development, implementation, and assessment of a variety of programs, projects, and services focused on transfer students, yet the Graduate Assistant still has significant 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 transfer students and student affairs staff across campus. Specific responsibilities include:

- Supervise, train, evaluate, and support a team of Transfer Mentors
- Maintain, assess, and enhance the *Transfer Mentoring Program*
- Assist with the formation, development, marketing, and facilitation of *Transfer Student Learning Communities* (LC), supervising transfer mentor hired and assigned to work with the LCs.
- Research cutting-edge programs across the nation focused on transfer student transition
- Assess current services and programs for transfer students at Colorado State University while creating and implementing transfer transition programs
- Assess transfer student issues at Colorado State University and make recommendations for programs and services to meet needs and interests
- Coordinate recruitment and selection of *Transfer Mentoring Program* Transfer Mentors
- Assist with *Ram Welcome: Experience CSU*, specifically in the coordination of programming for transfer students
- Assist with the coordination of marketing and logistics for *Spring Ram Welcome: Experience CSU*
- Assist with logistics of phone and email transfer outreach programs including creating phone and e-mail scripts and assisting with the coordination of staff
- Advise the CSU chapter of the Tau Sigma National Honor Society and works with the national office to help increase membership, support chapter activities, and coordinate the annual induction ceremony.
- Build and maintain relationships with campus partners to support transfer programs and initiatives.
- Other duties as assigned.

Desired Qualifications

- Must be a graduate student currently enrolled at Colorado State University
- Strong dedication to the transfer student population and transfer student issues
- Student focused
- 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. Students typically apply for, and receive, in-state residency for the second year of the program. The period of employment is from mid-August to mid-May.

Office Location

Orientation & Transition Programs
202 Aylesworth Hall NE

Supervisor/ Contact Information

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