The Graduate Assistant in the Office of Student Orientation & Family Programs works alongside 5 professional staff members: the Director, Assistant Director of Student Orientation Leadership, Coordinator of Operations, Coordinator of Family Programs and Services, and Coordinator of International Student Orientation and Special populations. The Graduate Assistant works with all staff members on daily and weekly projects.

The Graduate Assistant is responsible for the following areas:

ASSESSMENT AND EVALUATION MANAGEMENT:
- Prepare, distribute, and tabulate results of surveys and evaluations distributed by the office, especially the post-orientation survey for students and families
- Implement data analyses from survey and evaluation results and report findings in clear format for each orientation season
- Develop learning outcome based survey for Orientation Leader training and report findings for future improvement
- Develop and distribute peer performance evaluation survey for 50 Orientation Leaders and prepare self-evaluation reports for each staff member.

STUDENT SUPERVISION:
- Share in the day to day supervision of student office assistants and orientation leaders
- Schedule, plan, and present periodic training sessions for student office assistants in consultation with professional staff members
- Lead and supervise office assistants and orientation leaders in completing defined projects such as mailings, bag/binder stuffing, etc.

PROGRAM PLANNING AND IMPLEMENTATION:
- Develop expertise in all areas of the orientation day, and serve in place of full time staff when needed due to illness, emergency, or absence
- Deliver training sessions to orientation leaders
- Deliver orientation presentations to new students, family members, and/or guests
- Assist with the planning and implementation of international student orientation through coordination of bank and information fair in conjunction with the Coordinator of International Student Orientation & Special Populations
- Coordinate event catering with off-campus vendors

SUMMER SESSIONS:
- Assist with the implementation of orientation leader training in conjunction with other Graduate Interns and the Assistant Director of Student Development
- Assist with the set-up of orientation, including the supervision of orientation leaders

WINTER SESSIONS:
- Play a central role in the day to day implementation of winter student orientation programs in conjunction with the Assistant Director of Orientation and Student Leadership
- Present orientation programs to audiences ranging from 1 to 70

OFFICE SUPPORT:
- Address in-person, phone, and email inquiries from new students, parents, and University staff. Assist with supervision of student office assistants also providing these services and model expertise in these areas
• Manage the day to day office operations in the absence of professional staff
• Process timesheets and payroll for student workers in conjunction with the Coordinator of Operations

DEPARTMENTAL PROJECTS:
• Develop materials for and coordinate the solicitation of advertisements from internal and external constituencies for various departmental publications
• Develop and maintain relationships with both on campus offices and off campus vendors in order to encourage participation in advertising opportunities and involvement throughout orientation events

DEPARTMENTAL COMMITMENTS:
• Serve as an active member of the Orientation & Opening Committee and serving as a member of subcommittee(s) based on interest areas
• Assists with the planning and implementation of Family Weekend in conjunction with the Coordinator of Family Programs and Services, and other staff members.
• Participate in Orientation Leader selection process including the evaluation of candidates and oversight of reference check process.
• Complete other duties as assigned.

Required Qualifications:
Applicants must be admitted to and plan to enroll full-time in a graduate program at Stony Brook University.

Preferred Qualifications:
• Experience working in an office setting with administrative tasks
• Experience working with undergraduate college students in some setting
• Experience or association with new student orientation programs
• Experience planning small and large scale campus events
• Knowledge of data collection methods, developing surveys, and analyzing survey results (experience working with Qualtrics and Excel specifically)

Hours per week:
20 hours per week during the academic year
(Most hours will be fulfilled Monday-Friday, 9am-5pm. Occasional weekend hours for special events. Extended hours will be required during the orientation season in August, January and late May.)

Salary:
$16,250
(Accounts for 20 hours per week during the fall and spring semesters and extended full-time hours during August, January, and late May.)

Supervisor:
Assistant Director of Student Orientation and Student Leadership

Start/End Date:
Monday August 13, 2018-Friday June 7, 2019
(There may be an opportunity, based on candidate availability, for employment beginning Late May 2018.)

Application Procedure:
Those interested in this position should submit a cover letter, resume, and three professional references via email to newstudentinfo@stonybrook.edu.
Preference will be given to applications received by April 8, 2018.
Interviews
NOTE: Interviews for Higher Education Administration students will be conducted during the welcome breakfast on April 20 2018.