Duties and Responsibilities

- Schedule at least 20 office hours per week (outside of meetings);
- Assist with the recruitment, selection, and training of Orientation Staff
- Assist in the design and implementation of Orientation and Transition Programming (specifically Orientation and Week of Welcome) along with any student leader training necessary.
- Assist with newly developed transition programming for first-year students and first-generation populations including but not limited to Meals with Mentors, Networking Roundtable with Alumni, Common Read Programming.
- Design and edit publications and marketing materials in collaboration with marketing intern and Student Development Coordinator.
- Update and maintain Orientation and corresponding websites
- Assist in the design and implementation of large-scale programming such as Family Weekend and Homecoming
- Work in collaboration with the Associate Director as well as university staff and faculty to design and implement January Orientation, Summer Orientation, Family Orientation and Week of Welcome.
- Collaborate with other offices, and serve on University wide committees as needed
- Prepare and manage assessment and evaluation data
- Be present at pre-determined large campus events as needed/necessary.
- Opportunity to assist with additional program development as needed
- Perform other duties as assigned or requested.

Qualifications

- Candidates must be accepted into a Pace University graduate program for the upcoming academic year
- Experience in campus programming and/or orientation experience preferred
- Knowledge of unique needs and concerns of First Year students
- Ability to work as a member of a team with professionals from across campus
- Strong organization skills
- Ability to work independently in a fast-paced environment
- Strong computer skills
- Willingness to learn

Event Responsibilities: (1) Serve in a rotation with other Graduate Assistants for on campus parties and long distance travel, including but not limited to, nights and weekends; (2) Be present at certain campus and student events to assist with setup and cleanup; and, (3) Assist with duties at large campus events as needed/necessary.

BENEFITS:

- Six (6) tuition remission credits per semester
- Monthly stipend budgeted at $3300 per semester
- Professional development opportunities through advising events/conferences, etc.