GRADUATE ASSISTANT POSITION DESCRIPTION

The Office of Transition Programs provides a comprehensive array of programs designed to meet the unique needs of undergraduate students and families from orientation through graduation. Programs generate an intentional connection for the students through engaging interactions with other students, faculty and staff. Some of the programs supported by the Office of Transition Programs are freshman, transfer, and family Orientation, peer mentor programs for freshmen (Seahawk Links) and transfer students (Teal Bridge), convocation, family programs and commencement.

QUALIFICATIONS

An interest in the field of orientation, transition, and retention; demonstrated leadership and organizational skills; ability to communicate effectively with a diverse range of constituents; strong writing and proofreading skills; a desire to work in a fast-paced environment; and a demonstrated ability to present in front of diverse audiences. Previous experience in orientation, transition and retention is preferred.

RESPONSIBILITIES

The Graduate Assistant for Transition Programs provides support for programming, event coordination, and family communication. The Office of Transition Programs oversees the coordination of new student orientation, convocation, family programs, peer mentor programs for freshman and transfer students, and commencement. Specific responsibilities include:

- Assist with the implementation of family & guest orientation sessions
- Develop an electronic Family Welcome Guide to be sent to new families in July
- Create an academic year plan for monthly family video chats including offices, resources, and transitional topics using Seasons of Adjustment
- Brainstorm new ideas to engage with families during move-in and commencement
- Organize a first day of class campaign to engage families on social media
- Gather content and create the monthly FLASH Family Newsletter in iContact
- Assist with the implementation of Family Weekend in the fall semester
- Work with the Coordinator and Technology & Communication Specialist to develop and gather content for a UNCW specific family orientation publication
- Assist the Coordinator in the planning and implementation of Spring Family Day
- Organize a method for parents and family members to submit notes of encouragement for students during finals week in December and May
- Research best practices in family programs and benchmark other intuitions

COMPENSATION

The position receives a total stipend of $11,600 over 11-months. Additional compensation includes professional development funding to attend the regional conference for the Association of Orientation, Transition, and Retention (NODA), meals during orientation sessions, and uniform polos, t-shirts, rain jacket, and nametag.

PERIOD OF EMPLOYMENT

This is an 11-month position from August 2019 – June 2020. Twenty (20) hours per week are required, including some evenings and weekends, from August to May and forty (40) hours per week during the month of June. This position is renewable after one year.