Title: Graduate Assistant for New Student Programs
Department: New Student Programs
Hours per week: 20 Hours per week, some night/weekend/additional hours as needed (50% appointment)
Positions: 1 Graduate Assistantships

Job Summary: Graduate Assistants in New Student Programs help to facilitate the overall mission and goals of New Student Programs and the Dean of Students within the Division of Student Affairs. The position is an integral part of the leadership team of New Student Programs. This position is supervised directly by the Coordinator of New Student Programs. The position requires program planning, organizational and administrative skills, adaptability and flexibility, as well as enthusiasm for SIU and a strong work ethic. New Student Programs uses a collaborative philosophy and therefore, a successful candidate will be one who is active in all aspects of New Student Programs. Below is a list of general roles and responsibilities of a Graduate Assistant within New Student Programs.

- **New Student Orientation (NSO):** One-day orientation programs for first-year/transfer students and their family members and guests. Programs are held from April through July, with an optional overnight component in June and July. Responsibilities include supervision of 30 student Orientation Leaders and 5 team leads.
- **Saluki Startup:** Saluki Startup is a comprehensive series of transition programs several days prior to the start of the fall semester. Events are a campus-wide collaborative effort and include a Saluki Athletics Pep Rally, social events, academic success workshops, service opportunities and more. Responsibilities include supervision of 30+ volunteer Startup Leaders, in addition to Orientation Leaders and Team Leads.
- **Weeks of Welcome (WOW):** Weeks of Welcome extends through the first six weeks of the fall semester and includes a variety of events from departments across campus. Highlights include student employment fair, Chancellor’s Watermelon Fest, Involvement Fair, Carbondale welcome event, information tents, and more.
- **Saluki Sprint/New Student Kickoff:** The first home football game is traditionally celebrated with a New Student Kickoff and the annual Saluki Sprint. During Saluki Sprint, new students run across the football field before the first game to officially open the season and bring good luck to the team.
- **Saluki Family Association (SFA):** The Saluki Family Association provides a resource for family members and supporters as students transition to SIU. Programs provided by the Saluki Family Association include the SFA Academic Resource Calendar, Saluki Family Weekend, Spring Sibs & Kids Day, and more.
- **New Student Programs office:** The New Student Programs (NSP) office serves as a central resource for new students and their family members/supporters. The office is staffed by the Director, Associate Director, Coordinator, Office Manager, graduate assistant, orientation leaders, and student office staff.
- **Miscellaneous:** Graduate Assistants with New Student Programs may also have opportunities to work with or participate in program evaluation and assessment, departmental staff meetings, Undergraduate Admissions events such as Open House, other university recruitment and retention efforts, and other programs of the Dean of Students.
- **Other duties as assigned.**

Qualifications and Experience: Full-time enrollment as a degree-seeking graduate student at SIU Carbondale, preferably in the College Student Personnel program or a related field. Applicants should be comfortable working in a dynamic and fast-paced environment. Applicants should possess strong interpersonal skills and a commitment to working with diverse groups. Administrative skills and a working knowledge of computers and social media are also key. An ideal candidate has experience with training, group facilitation, team building, student development, and working independently.
Benefits: 100% tuition waiver, monthly stipend, opportunity for employment to include summer months; professional development opportunities including networking and collaboration with professionals across campus and in the field, experience planning programs and events, and supervision of student staff members