General: The Higher Education Graduate Assistant will assist the Associate Director and Program Coordinator in the Office of First-Year Experience with Orientation program planning and implementation, as well as with the recruitment, selection and training of Orientation Assistant staff.

Responsibilities include but are not limited to the following:

1. Assist with the recruitment and selection process for the Orientation Assistant staff.
2. Assist with spring and summer training sessions for the Orientation Assistants including working with the Undergraduate Advising Center and Office of Multicultural Affairs to coordinate training for the Peer Advisors and Hawk Link Guides and develop the staff manual.
3. Assist with the supervision of Orientation Coordinators and Orientation Assistants.
4. Assist with the planning of summer, fall and spring orientation programs including coordination of the Information Fair, Out-of-State Student Receptions, and session prep.
5. Present to students, parents, and guests during orientation sessions and campus outreach programs throughout the academic year.
6. Assist with online orientation modules and First-Year Experience website management.
7. Co-advice the Student Advisory Board for the Office of First-Year Experience.
8. Participate in KU Common Book activities.
10. Assume special assignments and other duties as designated by the Assistant Vice Provost, Associate Directors, or Program Coordinators in the Office of First-Year Experience.

Required Qualifications:

1. Enrollment at KU for 2014-2015 as a graduate student in good standing.
2. Ability to work hours that complement the work schedule of current staff and peak times in the Office of First-Year Experience.

Preferred Qualifications:

1. Previous experience with orientation or related student affairs programs.
2. Previous experience with student staff selection and training.
3. Demonstrated ability to organize information and schedule activities.
4. Demonstrated verbal and written communication skills.
5. Demonstrated ability to work independently.
6. Demonstrated knowledge of University offices and academic programs.
7. Proficiency with Microsoft Office applications, including word processing, spreadsheets, and databases

Hours: 50% time per week during academic year; potential 100% time per week during summer
Start Date: TBD (summer 2014 preferred)
Salary: TBA
Contact: Katie Treadwell, Associate Director, Office of First-Year Experience

The University of Kansas in an Equal Opportunity/Affirmative Action Employer. The university encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.