

## Undergraduate Orientation Programs

**Position:** Graduate Assistant, Undergraduate Orientation Programs (UOP)  
**Remuneration:** Minimum \$11,000 (plus tuition waiver)

### Position Description:

The Office of Undergraduate Orientation Programs prepares students and families for a successful transition to Ohio University. Undergraduate Orientation Programs assist students in becoming active in their OHIO community in order to enhance the persistence of OHIO's students. The Orientation Graduate Assistant must be culturally competent and able to work with first generation, low income, underrepresented, international, transfers, re-entry, and students in crisis or scholastic difficulty. This individual will gain a wide variety of experiences that will prepare them to enter professional orientation, transition, and retention positions in student and academic affairs.

OHIO's orientation graduate assistant collaborates to plan, implement and assess multiple orientation programs for incoming students and their families. They will also:

- Develop an understanding of orientation programs and how it contributes to student retention
- Assist with the daily management of all orientation programs
- Coordinate Relocate Day programming and collaborate with our regional campus partners
- Assist with hiring, training, and supervising undergraduate Orientation Leaders (OLs)
- Become knowledgeable of all university wide academic requirements and able to navigate university systems
- Assist with academic advising for first-year and transfer students
- Assist with the writing of annual reports, goals, and learning outcomes. Assist with the development and implementation of assessment plans and reports
- Participate in UOP weekly staff meetings, University College staff meetings, University Academic Advising Council meetings
- Participate in professional development that includes attending our regional orientation conferences
- Represent Undergraduate Orientation Programs at academic and admissions events, respond to emails and voicemails, and perform other duties as assigned

To learn more about our office and programs, please visit our webpage at [www.ohio.edu/orientation](http://www.ohio.edu/orientation)

**This position is currently filled for the 2019-2020 academic year**

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for **up to six** graduate assistantships at Ohio University. **For general questions on the GA application process, please contact:** Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at [es933317@ohio.edu](mailto:es933317@ohio.edu) or (740) 593-1800.

