Undergraduate Orientation Programs

Position: Graduate Assistant, Undergraduate Orientation Programs (UOP)
Remuneration: Minimum $11,000 (plus tuition waiver)
Contact Person: Cimmeron O’Connor, Director

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 and graduation success of OHIO’s students. This position is an excellent fit for graduate students who are passionate about actively engaging in the academic and social success of incoming undergraduate 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 him/her to enter professional advising and orientation positions in student and academic affairs.

OHIO’s orientation graduate assistant collaborates to plan, implement and assess multiple orientation programs for incoming first-year and transfer students, relocating students and their families:

- Assist with the daily management of the program, including coordinating Relocate Day
- Assist with hiring, training and supervision of the 50 undergraduate Orientation Leaders (OLs)
- Knowledgeable of all university wide academic requirements and able to navigate Course Offerings, Course Catalog, and My.Ohio Student Center
- 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
- Participating in UOP weekly staff meetings, University College staff meetings, University Academic Advising Council meetings, Advising Discussion Groups, and other opportunities for professional development
- Represent Undergraduate Orientation Programs at academic and admissions events, responding to students’ emails and voicemails, and performing 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 2017/18 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 four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Cimmeron O’Connor, Director (740) 566-8888.