General Statement of Duties:
The Graduate Assistant for the Office of Freshman Development is responsible for providing direct assistance in coordinating, advising, administering, and supervising the programs, organizations, and resources of the Office of Freshman Development. Noted organizations include Phi Eta Sigma Honor Society, Freshman Class Advisory Council (FCAC), and Freshman Orientation. This position requires limited weekend work and full commitment during the week of Orientation in August.

Supervision Received:
The Freshmen Development Graduate Assistant reports to the Director of Freshman Development and Special Student Services.

Specific Duties and Responsibilities:
1. Assists in organizing and coordinating prospective members of Freshmen Class Advisory Council and aids in the organization’s advisory.
2. Assists in organizing and coordinating prospective members of Phi Eta Sigma and aids in the organization’s advisory staff.
3. Attends Orientation planning weekend and assists as assigned during the week of Orientation.
4. Manages deficiency lists for first and second semester freshmen toward an intervention contact.
5. Meets with aforementioned students based on availability.
6. Drafts the weekly freshman and sophomore newsletters.
7. Represents the office at campus fairs and public relation events.
8. Assists with the Fall Parent Weekend and provide assistance where necessary.
9. Manages a list of freshmen involvement for the Fall and Spring Semester.
10. Manages a list of freshmen who make contact with office.
11. Provides supplemental support for the Administrative Assistant.
12. Completes all other responsibilities and projects as assigned by the Director of Freshman Development and Special Student Services.
13. Other duties as assigned.

Additional Requirements:
Proven ability to establish and maintain effective, professional working relationships with students, faculty, staff and alumni is expected. Experience in writing, speaking, and working with students individually and in groups is necessary. Basic computer skills are necessary including all Microsoft Office programs.

Compensation:
Tuition remission for eighteen (18) graduate course credits during the school year and a stipend.
**Important Information:**
If you should require any additional information, please contact the Office of Freshmen Development at (412) 396-6657.