GRADUATE SERVICE APPOINTMENT
GRADUATE ASSISTANT, NEW STUDENT TRANSITIONS AND PARENT PROGRAMS POSITION DESCRIPTION

TITLE
Graduate Assistant, New Student Transitions and Parent Programs

PURPOSE
The primary purpose of the Graduate Assistant is to carry out the goals of New Student Transitions and Parent Programs in the following ways:

1. Serve as the official liaison to university partners, including, but not limited to:
   a. Student Affairs Units
   b. Colleges and Academic Advising Offices
   c. Enrollment Services
   d. Administrative & Business Offices
2. Assist in the planning, development and coordination of firstSTEP Orientation Welcome Week and Parent Programs.
3. Assist in the training for Orientation Advisors and para-professional staff.
4. Assist professional staff with duties related to New Student Transitions and Parent Programs planning.

SUPERVISOR
Manager, New Student Transitions and Parent Programs

QUALIFICATIONS AND REQUIREMENTS
As an official liaison of the university and a trained professional member of the orientation staff, the Graduate Assistant is expected to handle his/her responsibilities maturely and exhibit exemplary conduct while on the job. The following are preferred qualifications:

- Excellent Communication Skills
- The Graduate Assistant should have experience in programming.
- Should be able to work with students, parents and family members in a professional manner and serve as a resource.
- Applicants should have excellent organizational, and technical skills, as well as be able to supervise student staff.
- Writing, editing and word processing will be needed for various projects.
- Understanding of issues related to diversity and student development.

All applicants must meet the following:
1. Be admitted to a Graduate Program at EWU and remain an EWU student through duration of employment.
2. Be in good academic standing in an EWU graduate degree program.
3. Register for and complete at least 10 credits per quarter.
4. Maintain a cumulative grade point average of at least 3.0 in all course work since admission to Graduate Studies at EWU.
DURATION
Graduate Assistants are considered senior staff members in the Office of Orientation Programs, and thus, must be available to work a minimum of 20 office hours upon hiring during the academic year. The contract begins with two-weeks of training on September 4, 2017 and officially ends September 18, 2018.

Fall: 20 hours per week, beginning September 20, 2017.
Winter: 20 hours per week, beginning January 8, 2018.
Spring: 20 hours per week, beginning April 2, 2018.
Summer: 40 hours per week, beginning June 18, 2018.

DUTIES AND RESPONSIBILITIES
- Serve as the communications liaison to all academic units throughout the year.
- Coordinate all logistics for academic programming during Orientation sessions, including but not limited to:
  - Academic Program Overview
  - Academic Advising & Registration
- Assist in the planning and coordination of parent and family programs and events, including:
- Work with the NSTPP Manager on all necessary logistics for all sessions. Prepare session logistical matrix for summer programs.
- Assist in orientation advisor recruitment and selection process.
- Assist in training of orientation advisors, including staff retreat and training class.
- Maintain EWU parent listserv
- Create a quarterly parent newsletter
- Other duties as assigned.

COMPENSATION
- Resident waiver: approximately $3,359 per quarter
- Please refer to the Graduate Service Appointment webpage for more information.
  Note: not all GSA awards include a full stipend.

QUESTIONS
For questions about the Graduate Assistantship position, please contact:

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