

GRADUATE ASSISTANTSHIP FOR STUDENT TRANSITION



RESPONSIBILITIES:

- Assist with the planning, implementation and coordination of Orientation (incoming freshmen, transfer, online, and international)
- Assist with the planning, implementation and coordination of annual fall Welcome Week
- Assist with the recruitment, selection, and training of student Orientation staff
- Assist with the development and coordination of programming for first generation students
- Assist with the development and coordination of programming for adult and commuter students
- Aid in developing collaborative relationships across campus to engage various stakeholders in office initiatives
- Assist in overall program assessment
- Work on special projects, such as publications, outreach, and marketing
- Serve as an educational resource to students and parents

REMUNERATION & QUALIFICATIONS:

The minimal requirements for a candidate seeking this assistantship opportunity are a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, eligibility to drive on behalf of the State of Arkansas for professional meetings and occasional student travel, and availability to begin working July 6, 2020.

This position pays a stipend of \$1,060 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to Meighan Burke, Director of Student Transition, mburke1@atu.edu.

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