New Student Programs Graduate Assistant Job Description

Date of employment: May 1, 2019 – May 1, 2020; 12-mo. position (Two year commitment is preferred)

Stipend: $16,000 per year (including summer) and a full tuition waiver.

Supervision: Will report to Associate Director for Student Success Programs

Location: Lower Level of West Dining Center

Hours: 20 hours per week

Job Description

Family Programs – 35%
Duties may include:
Assist in the planning, implementation, and assessment of family programs; solicit and compile articles for monthly family newsletters, assist in family website management

Assist in administering Orientation and Welcome Week programs - 60%
Assist with the development, implementation, and assessment of Orientation & Welcome Week programs; assist in the recruitment, selection, training of Orientation Leaders and Welcome Week Team; assist with publications and website management

Other duties as assigned – 5%
Meet with the Associate Director one-on-one at least once per week, maintain regular office hours 20 hours per week, serve as an active member of the Orientation and Student Success Programs office, promote services provided by office during recruitment events, other duties as assigned

Customer Service – 100%
Provide model customer service at all times to students, staff, faculty, and NDSU guests.

Work Safely – 100%
Follow safety rules; help identify unsafe working conditions; stop co-workers who are working in an unsafe manner

Minimum Qualifications

• Admitted graduate student at NDSU
• Demonstrated strong organizational and time management skills
• Demonstrated leadership ability
• Proficiency with Microsoft Office

Application Process:
Submit a cover letter, resume, and contact information for three references to Angela Seewald-Marquardt at a.seewaldmarquardt@nds.edu by March 31, 2019 (position open until filled).