



HESAA Graduate Assistantship

2023-2024

**New Griff Orientation/Sexual Violence Prevention
1 position available**

Title	New Griff Orientation/Sexual Violence Prevention Graduate Assistant
Supervisor	Debbie Owens Title IX Coordinator and Associate Dean of Students Frisch Hall 006 owens30@canisius.edu (716) 888-3781
Compensation	Tuition: Anticipated 100% tuition waiver of program costs Meal Plan: \$1,350 (year) Stipend: \$2,000 (year) Housing: available upon request
Qualifications	Bachelor's degree. Enrollment in a Canisius College Graduate Program, with preference given to those enrolled in the HESAA Graduate Program. The ideal candidate will possess an interest in and experience with programming, event planning, and sexual violence prevention. Candidates should possess strong communication (both written and oral) and organization skills. Valid driver's license and willingness to drive college-owned van upon completion of van training certification if necessary.
Terms	This position has a start date of August 1, 2023 and ends May 18, 2024 . The NGO/SVP GA is expected to arrive early for training and assist with New Griff Orientation implementation. The position requires 25 scheduled office hours per week . Some additional evening and weekend work will be required, especially during Fall and Spring orientation programs.

New Griff Orientation Responsibilities

- Assist with the planning, preparation, and implementation of all aspects of New Griff Orientation programs in the Fall and Spring for all new incoming first year and transfer students.
 - Assist the Associate Dean of Students with the recruitment of, training, supervision, and performance reviews of Lead Orientation Leaders and Orientation Leaders (~40 students)
 - Coordinate Orientation Leader group assignments
 - Supervise all Student Affairs Graduate Assistants during NGO (~10 GAs)
 - Develop and create pre-orientation information (D2L, Griffnet, etc.)
 - Manage and maintain registration for New Griff Orientation, including outreach and tracking of any students that do not register
 - Create, organize, and distribute NGO schedule, marketing materials, publications, and fliers for NGO folders
 - Follow-up with any students who were not in attendance and provide make-up sessions
 - Assist with communication cycles regarding orientation information and attend Accepted Student/Fall Preview Days' events upon request
- Collaborate with the Associate Dean of Students to complete the analysis of the assessment and prepare the annual report.
- Monitor the NGO email (orientation@canisius.edu) and respond to inquiries by students and parents.
- Run the NGO Social Media Pages (@canisius_ngo on Instagram), and create posts to post regularly and consistently.
- Assist in facilitating programming run by other Graduate Assistants upon request.

Sexual Violence Prevention Responsibilities

- Assist Associate Dean of Students with developing, planning and implementing SVP programming for all students. This includes designing marketing materials and assisting with the facilitation of sessions/tablings/activities.

Desired Skills

- Strong communication skills (both oral and written)
- Good leadership skills
- Experience using Canva (or willingness to learn)
- Experience with programming, and event planning
- Excellent organization skills
- Openness and eagerness in increasing cultural competency
- A positive attitude!