Title: Geneseo Orientation & Late Knight Graduate Assistant

Report To: Assistant Director of Student Life
Robert W. MacVittie College Union, SUNY Geneseo
1 College Circle
Geneseo, NY 14454
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Compensation: Stipend $15,000 | $200.00 cash account per semester for food | on campus apartment

Qualifications: This assistantship is designed for a candidate with a Bachelor’s degree who is seeking a graduate degree & experience in orientation, programming and event management. A successful candidate will demonstrate strong organizational and interpersonal skills as well as the ability to work collaboratively with others and have a basic understanding of programming and event management responsibilities.

Applicants should be creative, flexible, enthusiastic, and self-motivated.

Terms: Twelve months, approximately 20-25 hours per week, non-traditional hours. Based on performance, position can be extended for a second year.

Application Materials: Cover letter, resume, and three references by ASAP to Marla Ernest (mernest@geneseo.edu), Assistant Director of Student Life

Description of Professional Duties and Responsibilities:
● Assist in the overall development & implementation of New Student Orientation and Geneseo Late Knight
● Work weekends overseeing nightly GLK events (Thursday – Saturday nights)
● Assist with other late-night and Weeks of Welcome initiatives
● Assist in the hiring, training, & management of 5-12 student staff members and student coordinators
● Plan & present at weekly staff meetings with the GLK event staff
● Work collaboratively with students, faculty, and staff to manage a comprehensive program of late night, social, and cultural activities for members of the College community
● Advise student organizations on planning events through the GLK Grant Program
● Assist with budget development, purchasing of program supplies, & negotiate contracts with outside agencies
● Serve as a team member for the Department of Student Life
● Attend:
  o Monthly Division of Student and Campus Life meetings
  o Weekly College Union and Activities meetings
  o Weekly Campus Scheduling meetings
  o Occasional College Union Manager, Student Association, and Student Organization meetings
● Occasional assist with department programming outside of Geneseo Orientation & Late Night scoop

About Geneseo Late Knight (GLK)
Geneseo Late Knight is regularly scheduled, quality late-night entertainment during Thursday evenings (7:00PM-11:00PM) and prime social hours of 10:00PM-2:00AM every Friday & Saturday night while classes are in session. GLK provides opportunities for students to have fun, gain unique & exciting experiences in programming, leadership development, & responsible social interaction. GLK offers a variety of programs, such as arts and crafts, live entertainment, recreational sports, movies, dances, & many other social events catering to the interests of a diverse student population.
About Geneseo Orientation
Orientation at Geneseo helps transition first-year and transfer students to the next steps of their academic and life journeys. It provides opportunities for students to acclimate to campus, make connections, foster a sense of pride in Geneseo, and establish a foundation for academic success. The aim of Orientation, including Weeks of Welcome, is to lay the groundwork for a happy and productive college experience.

About Geneseo Weeks of Welcome (WOW)
Weeks of Welcome (WOW) is the official start of a new semester. It's a transitional time when students get to know the campus and prepare for their academic endeavors. The Department of Student Life organizes an exciting slate of events for new students, which includes many different ways to get involved with student organizations, celebrate school spirit by cheering on our athletic teams, and connect to the campus community.