HESAA Graduate Assistantship
2020-2021
New Student Orientation
& Leadership Development
1 position available

Title: New Student Orientation & Student Leadership Development Graduate Assistant

Supervisor: Kathleen Brucato
Associate Dean of Students & Title IX Coordinator
Frisch Hall 006
(716) 888-3781

Compensation: Tuition: Anticipated 100% tuition waiver of program costs
Meal Plan: $1,350 (year)
Stipend: $2,000 (year)

Qualifications: Bachelor’s degree and enrollment in HESAA program at Canisius College. The ideal candidate will possess an interest in and experience with international initiatives. Candidates should possess strong communication (both written and oral) and organizational skills. Valid driver’s license and willingness to drive college owned van, upon completion of van training certification.

Terms: This position has a start date of August 3, 2020 and ends May 22, 2021. The NSO/Leadership Development graduate assistant is expected to arrive early for training and to assist with New Student Orientation implementation. The position requires twenty-five scheduled office hours per week. Some additional evening and weekend work will be required, especially during August and January orientation programs.

Duties and Responsibilities:
New Student Orientation
1. Assist with the planning, preparation, and implementation of all aspects of New Student Orientation programs in August and January for new first year and transfer students.
2. Create, organize, and distribute marketing materials, publications, and fliers for New Student Orientation packets.
3. Manage the completion and technical support for the online Everfi modules on “Sexual Assault Prevention for Undergraduates” and “Diversity, Equity, and Inclusion”.


4. Manage and maintain registration for New Student Orientation. Responsible for outreach and tracking of any students that do not register.
5. Collaborate with the Associate Dean to complete the analysis of the online assessment and prepare the annual report.
6. Assist the Student Engagement Coordinator with the recruitment, training, supervision, and performance reviews of Orientation Leaders.
7. Coordinate Orientation Leader group assignments.
8. Maintain Orientation information on the Canisius College website and New Student Portal.
9. Create and maintain all information regarding the Orientation schedule in the Campus Labs Corq application, using the Canisius Life platform.
10. Track attendance using swipe card access at all mandatory Orientation presentations. Follow-up with any students who were not in attendance and provide a make-up session.
11. Develop pre-orientation information for all incoming students in the Canisius Life platform.
12. Assist with communication cycle regarding orientation information and attend any Open House or Accepted Students Day events.

**Leadership Development**

13. Assist Associate Dean with planning and implementing the leadership development program of the Student Club Summit each fall and spring semester.
14. Assist with any leadership development programs planned each semester by designing marketing materials, distributing to campus, and assisting with facilitation of events.
15. Serve as an academic mentor for a caseload of students by meeting weekly to create goals and plans for academic student success in the areas of time management, study skills, and campus engagement.

**Desired skills:**

- Strong communication (both oral and written)
- Experience using Canva (or willingness to learn)
- Student leadership experience
- Empathetic listener
- Openness and eagerness in learning intercultural competencies
- Experience with planning programs
- Excellent organizational skills