

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2024-25**



Position Title:	Graduate Assistant - Orientation
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	University of St. Thomas
Institution Description:	Established in 1885, the University of St. Thomas is Minnesota’s largest private university with an enrollment of about 10,000 students studying a wide range of liberal arts, professional, and graduate programs. Inspired by the Catholic tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.
Supervisor:	Ana Z. Theisen, Ed.D.
Department Description:	<p>The Dean of Students Office cultivates the retention, growth, and success of students. Our staff educates and empowers students regarding their rights and responsibilities as members of the St. Thomas community and the surrounding community. We believe every member of the St. Thomas community has the right to feel safe and welcome on campus.</p> <p>The Dean of Students Office executes orientation programs as a specific program serving incoming undergraduate baccalaureate students beginning or continuing their studies at St. Thomas. These programs introduce students to the values and convictions of the St. Thomas community as well as support their transition to the academic rigors, support structures, and community of our institution.</p>

Appointment:	Compensation:	Remuneration:
<input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> 12 Months Start Date: 5/28/24 (possibly sooner)	<input checked="" type="checkbox"/> Stipend (Fall, Jan, Spring terms) <input checked="" type="checkbox"/> Hourly Wage (Summer) <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Week Hours: approx. 20/week during Fall, J-term & Spring, 30-40 hours a week June and July, then 20/week in August. Compensation: Fall, January, and Spring Terms: \$11,210 stipend divided into biweekly pay for fall, J-term, and spring semesters, and \$5,000 tuition

<p>Position Description & Responsibilities</p> <p>The Dean of Students Office at the University of St. Thomas will select one graduate student to serve as a Graduate Assistant of our Orientation programs. The primary responsibility will be working with the summer Orientation and Registration (O&R) programs and Transfer Orientation Programs. This position will also have additional responsibilities in critical campus programs for new students and their families. The GA will be working with Welcome Days and leading Transfer Orientation and Orientation for spring start students. Through this work, the GA will interact and build connections with a wide range of university departments, including Academic Counseling, Undergraduate Studies, the Center for Student Achievement, Student Diversity and Inclusion Services, Campus Life, Residence Life, and many others.</p> <p>In addition to working with programs focused on the orientation, transition, and retention of students and their families, the GA may also engage in work within other areas within the Dean of Students office, such as student conduct, sexual assault prevention, campus civility initiatives, emergency response efforts, off-campus student services, veteran services, etc., as they are interested and as time allows.</p> <p>Start Date and Length of Employment: The position's responsibilities begin in May 2024, after the Spring semester ends.</p> <p>We are ideally looking for a person who would work full time (up to 40 hours/week) beginning May 28 through July 31, 2024, with the possibility to begin earlier for up to 10 hours/week if available; up to 20 hours/week in August and during the academic year.</p>
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Job responsibilities:

- As a critical member of the O&R leadership team, assist in the planning, organizing, and implementing of the summer orientation and registration programs. An effective GA will demonstrate exceptional event/project/time management skills, written communication skills, and the ability to think big while also attending to details.
- Assist in orientation team recruitment, selection, training, supervision, and development. An effective GA will possess exceptional listening skills, the ability to give and receive positive and constructive feedback, and an understanding of group dynamics and student development.
- Work and interact with students, parents, staff, and faculty across the university. An effective GA will practice ethical standards with high professionalism, maturity, and tact.
- Provide on-site troubleshooting and problem-solving during the orientation programs. An effective GA will be adept at advocacy and diplomacy, able to think on their feet, and prioritize multiple tasks.
- Lead the planning and execution of transfer orientation programs, spring orientation, individual orientations, and all associated event management, and assist with publications, assessments, and websites.
- Contribute to the work of the Division of Student Affairs in implementing our co-curriculum learning initiative, the Tommie Advantage.
- Manage the Orientation & Registration website, associated web content, Canvas modules, and peer-initiated communications.
- Collaborate in the execution of Welcome Days programming.
- Support additional Dean of Students office efforts related to Orientation, including, but not limited to, data analysis, learning communities, research, and other duties as assigned.
- Assist the Dean of Students Office with research, communication, and initiatives related to student conduct, sexual assault prevention, campus civility initiatives, emergency response efforts, etc., as interested/ time allows.

Compensation/remuneration:

Fall, January, and Spring Terms: \$11,210 stipend divided into biweekly pay for fall, J-term, and spring semesters, and \$5,000 tuition assistance divided between Fall & Spring terms.

Summer: Hourly rate of \$18.00

Given the nature of this position as graduate student employment, the first relationship of the individual in this position with the university is that of a student. Therefore, hours worked in this position shall not exceed 20 hours/week while the student is in academic session.

Qualifications

- Must be enrolled full-time in a graduate program at the University of St. Thomas for the 2024-2025 academic year.
- Priority given to students in the Leadership in Student Affairs, M.A. program at the University of St. Thomas.
- Remain in good academic standing throughout the entirety of employment.
- Successful candidates will demonstrate exceptional organizational and administrative skills; experience working with diverse populations; attention to detail; ability to adapt to challenging situations; team-centered approach to work; understanding of group dynamics; student development; cultural sensitivity; and a passion for learning about and supporting at-risk students.

Application process & requirements

- **Contact Name:** Ana Z. Theisen, Ed. D.; Assistant Dean of Students
- **Email:** aztheisen@stthomas.edu **Phone:** 651-962-6050
- **Materials Needed:** Please submit a cover letter and resume

Instructions for applying:

Apply for this position via the St. Thomas employment website. View the [Orientation Grad Assistant job position](#) to complete an application and submit your materials.

Anticipated timeline for scheduling Interviews:

Interviews will be conducted beginning in March and on a rolling basis thereafter. Given the anticipated started date, applications submitted before April 2, 2024, will receive priority consideration.