

**Leadership in Student Affairs M.A. Program  
Graduate Assistantship or Internship Position 2021-22**



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| <b>Position Title:</b>          | New Student Programs Graduate Assistant   |
| <b>Type Of Position:</b>        | <input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project   |
| <b>Institution Name:</b>        | Hamline University  |
| <b>Institution Description:</b> | Founded in 1854, Hamline was the first university in Minnesota and among the first coeducational institutions in the nation. Hamline University provides a world-class education for undergraduate and graduate students. Our faculty, staff and students cultivate an ethic of civic responsibility, social justice and inclusive leadership and service.  |
| <b>Supervisor:</b>              | Assistant Director for New Student Programs   |
| <b>Department Description:</b>  | The Office for New Student Programs is responsible for assisting in the development and implementation of orientation and transition programs for all new students in the spring, summer, and fall. Additionally, this department coordinates the New Student Mentor program in conjunction with our First Year Seminar program, and other campus wide collaborative projects such as extended orientation programming for transfer students, retention initiatives, first generation student support, parent programming, and commuter support services. This position will further develop leadership, event and project planning and communication skills. |

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| <p><b>Appointment:</b></p> <p><input type="checkbox"/> Academic Year</p> <p><input checked="" type="checkbox"/> 12 Months</p> <p><b>Start Date:</b><br/>(6/1/2021)</p> | <p><b>Compensation:</b></p> <p><input checked="" type="checkbox"/> Stipend</p> <p><input type="checkbox"/> Hourly Wage</p> <p><input type="checkbox"/> Parking Provided</p> <p><input checked="" type="checkbox"/> Professional Development Funds</p> | <p><b>Remuneration:</b></p> <p>Week Hours: 20 hours</p> <p>Payment Frequency: Monthly (1k pre tax, 12k total for the calendar year)</p> <p>Additional Notes: Given the intense and time-consuming nature of our work, hours may vary slightly on occasion. For instance, during Summer and Fall orientation programs hours will be longer, but flexibility during non-program times will be provided. GAs will work with their supervisor to set their hours based on departmental need and student availability. However, they will be required to schedule hours in order to attend Division staff meetings including Professional Development and Diversity training opportunities.</p> <p>The Graduate Assistant will have the opportunity to participate in the regional Association for Orientation Transition and Retention in Higher Education (NODA) conference in the spring of 2022, all expenses paid.</p> <p>Additional compensation of campus housing is available, but will require the Graduate Assistant to maintain active status on the Housing duty rotation schedule in addition to their New Student Programs responsibilities. Please note that the <b>live-on duty rotation option is not required</b>, but an option should an applicant have interest in additional experience on campus.</p> |
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**Position Description & Responsibilities**

- Support the planning, organization and implementation of all new student orientation programs including: 6 Summer Orientation and Registration (SOAR) sessions for first year students, the first year and transfer fall orientations, and spring orientation (serves FYs and transfer spring admits)
- Assist with crisis management orientation programming as necessary.
- Collaborate on the evaluation and assessment of all orientation programs, as well as the New Student Mentor program and co-curricular support programming of our First Year Seminar course.
- Assist in recruitment, selection, training and supervision of the New Student Programs- Student Coordinators, the New Student Mentors (orientation leaders for FY and Transfers), and Commuter Student Mentors.
- Contribute to the planning and organization of various new student focused programming including commuter programming and Access Hamline, an extended orientation program for fall and spring transfer students
- Work and interact with students, staff and faculty across the university through a variety of mediums, including the New Student Programs Advisory Team, and Transfer Success Team.
- Serve as Campus Colleague for a First Year Seminar course providing support to a small cohort of First Years in collaboration with a FY NSM, and Hamline Faculty Member
- Participate in Student Affairs divisional professional development opportunities when able.

Additional responsibilities will be assigned based on skills and interests.

### Qualifications

- Bachelor's degree from an accredited college or university.
- Enrollment in a Master's degree program at an accredited college or university in Higher Education, Student Personnel or a related field at an accredited institution of higher education during the 2021-22 Academic Year
- Strong candidates will possess administrative skills, diversity education and a sincere commitment to making a difference in the lives of students and the campus community.
- We seek a committed, energetic, and organized individual who is highly committed to the overall student experience, who exhibits an understanding of a multicultural community and enjoys the cross-campus collaborative experience of a small college environment.
- Working knowledge of Microsoft Office Suite, Google, and Google Apps
- Experience and sensitivity working with students from diverse backgrounds.

### Application process & requirements

- **Contact Name:** Becky Kaarbo, Assistant Director for New Student Programs
- **Address:** 1536 Hewitt Ave, Saint Paul, MN 55104
- **Phone:** 651-523-2638
- **Email:** rkaarbo01@hamline.edu

**Materials Needed:** a resume, cover letter, a statement regarding your personal commitment to social justice and how you as a Graduate Assistant for New Student Programs can impact a campus as a multicultural organization, and the names of at least three references will be need

**Instructions for applying:** To apply please submit the above needed materials to Becky Kaarbo by email at [rkaarbo01@hamline.edu](mailto:rkaarbo01@hamline.edu). The additional need to apply via our campus employment portal may be required after your initial submission.

**Anticipated timeline for scheduling Interviews:** We hope to begin our interview process in early march with all qualified applicants. Interviews will include a first-round interview with Becky Karabo and the current graduate assistant. A follow up interview may be requested which will include student representation from the New Student Mentor staff as available.