

**Leadership in Student Affairs M.A. Program  
Graduate Assistantship or Internship Position 2025-26**



<b>Position Title:</b>	Orientation
<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>	University of St. Thomas
<b>Institution Description:</b>	The University of St. Thomas is the largest private university in Minnesota and one of the largest Catholic colleges or universities in the nation, with more than 9,000 undergraduate and graduate students at our eight schools and colleges.
<b>Supervisor:</b>	Ana Theisen
<b>Department Description:</b>	The Dean of Students Office cultivates the transition, retention, growth and success of students. The staff educates and empowers students regarding their rights and responsibilities as members of the St. Thomas and surrounding community. The office ensures the university community functions as freely as possible from disruptive and inappropriate behavior through the oversight of student conduct, bias related incidents and sexual violence/harassment protocol. The department staff support students and their families in crisis or challenging situations and through collaborative programming in their transition to the university.

<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> (8/2025; exact date TBD)</p>	<p><b>Compensation:</b></p> <p><input checked="" type="checkbox"/> Stipend</p> <p><input checked="" type="checkbox"/> Hourly Wage</p> <p><input type="checkbox"/> Parking Provided</p> <p><input type="checkbox"/> Professional Development Funds</p>	<p><b>Remuneration:</b></p> <p>Hours: up to 30 hours/week in August 2025, up to 20 hours/week during the 2025-26 academic year, and full time (40 hours/week) from the end of May 2026 through July 2026.</p> <p><b>Pay:</b> Fall and Spring Semesters: \$16 an hour and \$5,000 of tuition assistance. 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.</p> <p>All work outside of the Fall and Spring academic terms shall be paid an hourly rate of \$18.00 an hour.</p> <p>Payment Frequency: Biweekly</p> <p>Additional Notes: The \$5,000 tuition assistance is equally dispersed, \$2,500, in the fall and spring semesters.</p>
--	---	--

**Position Description & Responsibilities**

The Dean of Students Office at the University of St. Thomas will be selecting one graduate student to serve as a Graduate Assistant with our Orientation and Registration programs. The primary responsibility will be working with the 2026 summer Orientation and Registration (O&R) programs, but this position will also have additional responsibilities in critical campus programs for new students and their families. The GA will also be working with Transfer Orientation, Welcome Days, and spring start Orientation. 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.

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, first-generation student programming, emergency response efforts, off campus student services, veteran services, etc. as they are interested and as time allows.

#### Job responsibilities:

- As a critical member of the O&R leadership team, assist in the planning, organization and implementation 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, family members, along with staff and faculty across the university. An effective GA will practice ethical standards with a high level of professionalism, maturity and tact.
- Provide on-site troubleshooting and problem solving during the orientation programs. An effective GA will be adept at both advocacy and diplomacy, be able to think quickly, and manage the stress that accompanies long hours and challenging work.
- Lead the planning and execution of transfer orientation programs, spring orientation, and individual orientations and all associated event management, publications, assessment and web sites.
- Manage the Orientation & Registration website, associated web content, and peer-initiated communications.
- Collaborate in the planning and execution of Welcome Days programming.
- Support additional efforts of the Dean of Students office related to Orientation & Retention including, but not limited to, data analysis, learning communities, best practice research, and other duties as assigned.
- Assist the Dean of Students Office with research, communication and initiatives related to student conduct, sexual assault prevention, first-generation students, campus civility initiatives, emergency response efforts, etc. as interested and as time allows.

#### Qualifications

- Must be enrolled in a Master of Arts or Master of Science program at the University of St. Thomas; maintain a full academic load in that program; remain in good academic standing throughout the entirety of the graduate student employment. Preference given to students in the Master of Arts, Leadership in Student Affairs program at the University of St. Thomas.
- Successful candidates will demonstrate exceptional organizational, professional, 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.
- Preferred qualifications include experience in a student leadership position with orientation or other event management and student supervision.

#### Application process & requirements

- Interested applicants may contact Ana Theisen with any questions at [aztheisen@stthomas.edu](mailto:aztheisen@stthomas.edu) or 651-962-6659.
- Materials Needed: Online Application, Cover letter, resume.
- The position will remain open until filled.

**Instructions for applying:** Job will be posted on the [St. Thomas Student Employment website](#) by March 1, 2025.

**Anticipated timeline for scheduling Interviews:** March-April 2025