First Year Experience
Graduate Assistant for Orientation Programming

SUMMARY of POSITION

The *Graduate Assistant for Orientation Programming* will serve as an integral part of the First Year Experience (FYE) program. This position will report directly to the Manager of Orientation Programs to assist with the logistics, planning, and program components for Warhawks SOAR (Student Orientation, Advising, & Registration) and Warhawk Welcome (fall and spring orientation). The Graduate Assistant will become familiar with all aspects and delivery of programs within FYE.

Applicants must meet the eligibility requirements set by the Office of Graduate Studies. As an employee of the University, the Graduate Assistant is expected to act professionally and respect FERPA confidentiality regulations. The Graduate Assistant is required to participate in appropriate training.

Start Date:
The preferred start date is early-May. The position will be paid on an hourly basis (approximately 40 hours per week) from May through August. Beginning in September, there will be a 20-hour per week commitment through the following May (based on the Graduate Assistantship contract). This position will include some evening and weekend requirements. This position is open until filled.

FIRST YEAR EXPERIENCE: MISSION, GOALS, & SERVICES

The mission of First Year Experience at the University of Wisconsin-Whitewater is to provide guidance to students and their families in their transition to the campus community. We serve as a campus resource that provides engaging, inclusive, and academically integrated transitional experiences to enhance student development.

The First Year Experience focuses on four main goals: transition, connection, integration, and development.
- *Transition:* To provide programs and services which support a successful academic and social transition to the University.
- *Connection:* To empower students to connect to campus resources, peers, faculty, staff, University traditions, and the community at large.
- *Integration:* To provide programs and services which foster integrated curricular and co-curricular experiences.
- *Development:* To deliver intentional opportunities that promote academic success, intellectual curiosity, intrapersonal, and interpersonal development.

FYE provides the following programs and services:
- Warhawks SOAR (Student Orientation, Advising, & Registration)
- Warhawk Welcome (fall and spring orientation)
- Mentor Programs
- New Student Seminar
- Learning Communities
- Student Leadership (Hawk Squad, Peer Mentor, Peer Transfer Mentor, Student Crew, Purple Pit Crew)
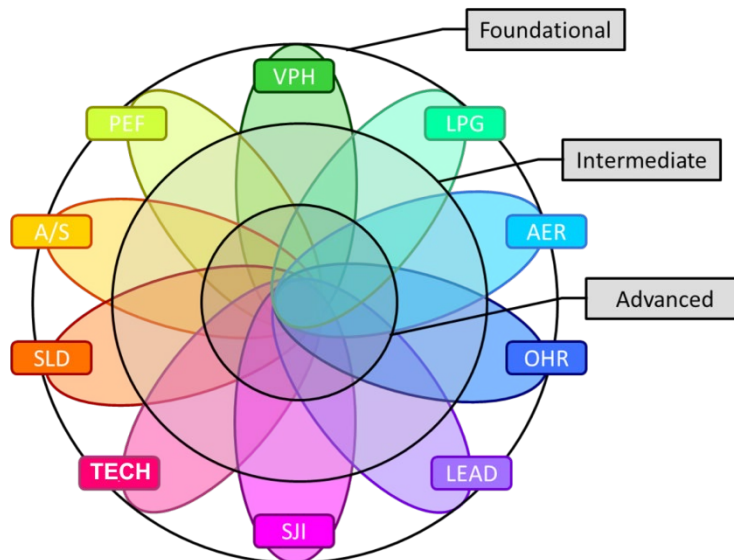- Family Programs (i.e., Family Fest, Newsletter, Calendar, etc.)

The American College Personal (ACPA) and National Association of Student Personnel Administrators (NASPA) (2015) professional competency areas for student affairs educators serve as the foundation for the First Year Experience Graduate Assistant positions descriptions. The ten professional competency areas are defined as the "essential knowledge, skills, and dispositions expected of all student affairs educators" (p. 7).

The ACPA and NASPA (2015) professional competency areas for student affairs educators include:
1) Personal and Ethical Foundations (PPF)
2) Values, Philosophy, and History (VPH)
3) Assessment, Evaluation, and Research (AER)
4) Law Policy, and Governance (LPG)
5) Organizational and Human Resource (OHR)
6) Leadership (LEAD)
7) Social Justice and Inclusion (SJI)
8) Student Learning and Development (SLD)
9) Technology (TECH)
10) Advising and Supporting (A/S)

The purpose for this foundation is to support students in their graduate education to learn and develop within the professional competency areas. The competencies provide a baseline for graduate students to evaluate and reflect upon their knowledge, skills, and dispositions that directly impact their success as a student affairs educator. In addition, ACPA and NASPA (2015) provide a rubric to develop along the foundational, intermediate, and advanced levels. Each competency area is distinct, however intersections occur between the competency areas. Figure 1 (below) outlines the intersections of the 10 competency areas.

Figure 1. Visual Representation of the Intersection of the 10 Competency Areas

(ACPA & NASPA, 2015, p. 9)

American College Personnel Association & National Association of Student Personnel Administrators. (2015).
Professional competency areas of student affairs educators. Washington, DC: Authors. Retrieved from
http://www.naspa.org/images/uploads/main/ACPA_NASPA_Professional_Competencies_FINAL.pdf

Related professional competency areas identified numerically

Supervision/Advising
o   Recruit, train and supervise Purple Pit Crew (1, 3, 5, 6, 8, 10)
o   Co-supervise Summer Orientation Intern and Hawk Squad (1, 3, 5, 6, 8, 10)
o   Assist with the recruitment, selection, hire and evaluation process for Hawk Squad (1, 3, 5, 6, 8, 10)

Administration
o   Reserve spaces for events, submit work orders, order supplies and attractions (4, 5, 6, 8)
o   Analyze survey data for Warhawks SOAR and Warhawk Welcome (3, 9)
o   Attend regular FYE staff meetings and weekly one-on-one meetings with Manager of Orientation Programs (2, 5, 6)
o   Attend campus meetings as appropriate (8)
o   Oversee the operations of updating the SOAR Folder publication, online orientation process, and website management (campus partners, UMC to print, etc.) (5, 6, 9, 10)
o   Office coverage: provide good customer service via phones, emails, and for walk-ins (5, 6, 9)

Event Planning
o   Assist with logistics and planning of Warhawks SOAR and Warhawk Welcome (2, 3, 5, 6, 7, 8)
o   Plan and implement HawkFest (carnival-style event with campus and community vendors) (1, 2, 3, 6, 8 10)
o   Plan and execute the details and process for painting Warhawk Drive (3, 4, 5, 6, 8)
o   Assist with the implementation of various FYE events: Family Fest, Warhawks SOAR, Warhawk Welcome, etc. (5, 6, 8)

Leadership/Training
o   Assist in the training process for Hawk Squad (2, 3, 5, 6, 7, 8, 10)
o   Coordinate and lead the training process for Purple Pit Crew (2, 3, 5, 6, 7, 8, 10)

Budget
o   Assist Manager of Orientation Programs with tracking expenses and budget management (4, 6, 9)
o   Create and utilize a budget for HawkFest (1, 2, 3, 4)

Research
o   Research national presenters, programming, best practices, etc. (2, 3, 7, 8, 9)

Technology
o   Update & maintain Social Media outlets (Facebook, Instagram, Twitter) communications for FYE, including COMEVO, Ingeniux, Canvas, etc. (5, 6, 9, 10)
o   Maintain Webex Events app for Warhawk Welcome (9)
o   Update and maintain FYE website including Warhawks SOAR, Warhawk Welcome, and Hawk Squad pages (1, 4, 6, 9, 10)

Other
o   Provide excellent customer service, integrity and initiative
o   Other duties as assigned to give additional support within First Year Experience