Overview of the Department
New Student Programs & Development works to create a foundation of success, so that new students can connect and thrive at Bentley. Our office supports both undergraduate and graduate new student and transition programs to make the new student experience one that is robust, engaging and meaningful. Additionally, we believe families are partners in the success of their students, and we work collaboratively to welcome all families to the Bentley community.

During the academic year, New Student Programs & Development is comprised of three professional staff members, one administrative assistant, and one graduate assistant. The team works collaboratively, both with other departments within the Division of Student Affairs and throughout the university, to achieve its mission and learning outcomes for students.

Since 1917, Bentley has been preparing generations of business leaders. Our programs have evolved, but our mission remains the same: provide next generation of professionals with the market-driven skills to lead successful careers and fulfilling lives. Located on a classic New England campus just minutes from Boston, Bentley is a dynamic community of leaders, scholars and creative thinkers. At Bentley, we blend the breadth and technological strength of a large university with the values and student focus of a small college.

Objectives of the Position
This position will provide a meaningful preparatory experience for a student enrolled in a higher education/student affairs Master’s program. The goals for this position will be accomplished through hands-on programming, advising, a supportive and learning-focused supervisory relationship, and opportunities to work alongside a team of full-time student affairs professionals. Opportunities to apply classroom learning, explore other functional areas, and network within Bentley’s student affairs community are intentionally integrated into this experience.

Description of Duties
Under the supervision of the Assistant Director of New Student Programs & Development, the Graduate Assistant provides support to Bentley University’s undergraduate and graduate new student programs. Additionally, this person will support advising opportunities, student leader selection, programming throughout the first semester, and other initiatives to promote community for both undergraduate and graduate students.

Job Responsibilities
- Assist in the implementation of New Student Orientation which includes an online orientation components, new student guides and on-campus, in-person orientation experiences.
- Assist and refer incoming students and family members with questions regarding transition and experience at Bentley University.
- Opportunities for advisement & guidance of student organizations that assist in the transition of new students, specifically with the Bentley Graduate Student Association, program-specific graduate student organizations and freshmen class cabinet.
- Support the recruitment of orientation student team.
- Lead ongoing assessment and evaluation of New Student Programs & Development programs and services.
- Collaborate with campus partners on initiatives for new students and incoming students.
- Participate in weekly meetings with Assistant Director to provide updates on progress of work.
- Complete other duties as assigned.

Qualifications
Successful candidates must be enrolled in a two-year Master’s program in higher education/student affairs.
administration or related field during time of employment and should have a passion for programming, advising, and student development.

**Hours**
This is a twenty hour per week, nine-month position, running from mid-August to mid-May. Start/end dates for the Fall 2019 semester will be August 12-December 13, 2019; start/end dates for the Spring 2020 semester will be January 6-May 15, 2020. Start/end dates are flexible based on the needs of the department. Some evening and weekend work is required as schedule allows and in consultation with the Assistant Director.

**Compensation**
Compensation includes a stipend of $10,000 per academic year paid at an hourly rate of $13.89. The Graduate Assistant will also have the opportunity to participate in a variety of monthly on-campus professional development opportunities offered by the Division of Student Affairs. There are also opportunities for departmental financial support for conference attendance.

**Location**
Bentley University is located about 10 miles from Boston in Waltham, MA, and 6 miles from Boston College. Waltham is on the Fitchburg Commuter Rail Line, and campus is accessible by local bus. The Graduate Assistant would have access to the Waverley Express Shuttle, which runs regularly between campus and the Waverley Square Station stop in Belmont that connects to the Fitchburg Commuter Rail and two MBTA routes: 73 (travels from Waverley Square to Harvard Square, Cambridge) and 554 Express (travels from Downtown Boston to Belmont through Newton and Waltham).