Graduate Assistant
New Student and Family Programs
Framingham State University, Framingham, MA

Framingham State University is a small, regional, public, co-ed 4-year Masters designated institution located 20 miles west of Boston, MA. Known as the first public normal school in America, we continue to focus on education, with large numbers of students enrolled as business and psychology majors. Total enrollment reaches approximately 6,400 with 760 incoming first-year and 400 incoming transfer students. Graduate students accepting the position will be able to take advantage of the rich cultural opportunities available in the Boston area. The Office of New Student and Family Programs at Framingham State University serves new students and families as they transition to the FSU community.

Job Description:
- Assist with the recruiting and hiring processes for three student-leadership positions: Black and Gold Orientation Leaders, Wet Feet Retreat Leaders, and Foundations Peer Mentors.
- Assist with the coordination, implementation, and oversight of:
  - May Transfer Orientation
  - Six one-day First-Year Orientations in June
  - June Transfer Student Orientation
  - August First-Year and Transfer Orientations
- Serve as part of the supervising team for 17 Orientation Leaders and 1 Senior Orientation Leader and assist with development, planning, and facilitation of Orientation Leader training.
- Develop and implement a consistent social media plan (Twitter, Facebook, Instagram and Snapchat) throughout the spring semester and summer.
- Serve as a mentor and role model for orientation staff and incoming students.
- Provide logistical support to professional and student staff during orientation.
- Assist with development and implementation of Family/Guest Orientation.
- Assist with office communication, including but not limited to: mailings, e-mails, and phone calls.
- Provide logistical and office support throughout the spring semester and summer.
- Develop and manage a project of the Graduate Assistant’s choice related to orientation, new student transition, or student leadership development.

Qualifications and Experience: Interested applicants should be enrolled in a Higher Education Administration/College Student Personnel/Student Affairs or relevant Higher Education graduate program and should have completed at-least one semester by the start of the Graduate Assistantship in January 2020. Applicants should be familiar with student development and have experience with student-leadership positions. Demonstrated communication and organization skills required. Experience in orientation, training student-leaders, and new student programs preferred. All offers of employment as Graduate Assistant are contingent upon successful completion of a CORI/SORI background check.

Time Commitments:
Spring Semester: Expect a commitment of approximately 120 hours during the spring semester. Hours are flexible based on graduate student's programmatic requirements.
Summer: Approximately 270 hours during the summer. Hours may vary week to week with flexible hours required during training and orientation days.
Benefits:
Remuneration: This is a part-time non-benefited, contract position. The pay rate is $13.00 per hour.
- Meals will be provided when training and orientation are in session only. Dining facilities are open during summer for breakfast and lunch on a cash/credit basis when training and orientation are not in session.
- Free Parking, Computer Access, Recreation Center Use, Campus E-mail Address
- Compensated registration and accommodations for NODA Region IX Conference
- **Housing will be provided during May and June training and orientation activities only.** Interested candidates should have housing options within driving distance of Framingham State University for all other time of employment. Housing does not accommodate spouse/partner or children.

Graduate Student Learning Opportunities:
- Understand and apply student development theory to the practice of New Student and Family Programs
- Engage in mentoring and/or coaching working relationships with professional practitioners
- Apply critical thinking skills towards effective decision-making, time management, planning, facilitating, and program development, implementation, and evaluation
- Learn and apply facilitation strategies and leadership curriculum to educate student leaders
- Be able to advance professional leadership skills and act with professionalism and integrity while managing student conflict and working collaboratively with professional staff.

Working Conditions
May work around standard office conditions; repetitive use of a keyboard at a workstation; use of manual dexterity; lifting, moving and working long hours during orientation days.

Application Instructions
All application materials must be submitted through the Framingham State University Careers at FSU page found at [https://framingham.interviewexchange.com/jobofferdetails.jsp?JOBID=117627](https://framingham.interviewexchange.com/jobofferdetails.jsp?JOBID=117627). Framingham State University only accepts application materials through our online application system. We are unable to accept application materials through mail, email, fax, or hand delivery. Please submit the following documents by **November 29, 2019**.

- Cover letter
- Resume
- Contact information for three professional references

Contact Information
- **Contact:** Ben Trapanick, Director of New Student and Family Programs
- **Phone Number:** (508)-626-4905
- **Email Address:** btrapanick@framingham.edu

Framingham State University endeavors to fulfill the objectives of equal opportunity for all persons at all levels of employment. Framingham State University provides equal access to educational, co-curricular and employment opportunities at the University for all applicants, students, and employees regardless of race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status in compliance with all applicable laws, regulations and policies. Inquiries regarding our non-discrimination policies may be directed to the Director of Equal Opportunity, Title IX, and ADA Compliance at 508-215-5859. For further information, view our Policy Statement on Non-Discrimination and Diversity. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.