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 of hiring three student-leadership positions: Black and Gold Orientation Leaders, Wet Feet Retreat Leaders, and Foundations Peer Mentors.
- Provide guidance to undergraduate intern in the development of the Peer Mentor Program and associated summer online and in-person training sessions.
- Assist with the coordination, implementation, and oversight of
  - May Transfer Orientation
  - June one-day First-Year Orientations
  - June Transfer/First-Year Student Orientation
  - August First-Year and Transfer Orientations
- Assist with development, planning and facilitation of training for 17 Orientation Leaders and 1 Senior Orientation Leader.
- 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.
- Produce and organize materials for orientation and Black and Gold Beginnings (welcome week activities after new student move-in and prior to the start of classes). Assist with the programming and development of activities during Black and Gold Beginnings.
- 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.

**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 one semester by the start of the Graduate Assistantship in January 2019. 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:** 8 hours per week from January 22-May 17. Hours are flexible based on graduate student’s programmatic requirements and can be increased, if needed.

**Summer:** 20-40 hours per week from May 20-August 16 with flexible hours required during training and orientation days.
**Benefits:**
- **Remuneration:** $1800 total compensation for spring semester, $3000.00 total compensation for summer
- 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 for NODA Region IX Conference
- **Housing will be provided during May and June training and orientation activities only.** Interested candidates should having 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**
Please submit the following to Ben Trapanick, Director of New Student and Family Programs by **November 16th**.
- 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.