

# First Year Experience and Transitions

## Graduate Assistant Position

---

Student Development & Campus Vibrancy

First Year and Transition Programs

Stetson University

Part Time: 12 month position, 20 hours per week

Start Date: January 2024 or ASAP after

First Year Experience and Transitions (FYE&T) seeks an energetic, motivated and detail-oriented candidate who will advance the mission of enhancing the social and academic integration of incoming students and students in transition. Reporting to the Associate Director of First Year Experience and Transitions, the successful candidate will assist with the coordination and assessment of innovative programs and experiences such as FOCUS Orientation, student recognition programs, Friends & Family Weekend, and develop and maintain the FYE&T social media presence and website. Due to the programmatic nature of this position and the department of Student Development and Campus Vibrancy, weekend and evening hours will be required throughout the year to support key programs and engagement efforts.

**QUALIFICATIONS:** Current enrollment as a graduate student is required; critical-thinking ability and sensitivity to the needs of others; strong oral and written communication skills; demonstrated leadership and organizational ability; budget management ability; and the ability to work effectively both independently and collaboratively.

- Plan and executes first year programming, including but not limited to:
  - High GPA recognition reception
  - First Year Festival
  - First Year Advocates Awards
  - First Year Pop-Up events
- Assist in the planning and execution of both Summer Orientation and FOCUS, which includes:
  - Acquiring room reservations
  - Assisting in contracting off campus talent
  - Ordering and organizing program materials
  - Providing supervisory support throughout program dates in throughout the summer
- Hold a supervisory role for the FOCUS Orientation Staff, which includes
  - Being an integral part of the hiring process for the FOCUS Orientation Coordinating Staff and FOCUS Leaders
  - Assisting in outreach and communication about important updates and information to the FOCUS Staff
  - Attending and facilitating training for student staff
- Update and maintain the FYE&T social media accounts and website
- Assist in planning and execution of Friends and Family Weekend
- Manage the FYE&T budgets
- Other duties may be included that are not covered above

**Compensation:** Assistantship Qualifications, Expectation, & Benefits Students must have completed their bachelor's degree before starting a graduate assistantship and students must be unconditionally or provisionally admitted to a Stetson graduate program. Students must take a minimum of six credit hours each semester (with the exception of Summer between enrolled semesters) and maintain a clear student conduct record throughout the duration of their employment. Students are not eligible for a graduate assistantship if they are receiving the

in-service tuition discount. Graduate Assistants cannot be enrolled in the Executive MBA program or the MFA program.

Graduate Assistants are expected to work 20 hours per week. Work schedule will be determined each semester in consideration of course schedule and departmental needs. Some departments host events that may necessitate evening and/or weekend hours. Graduate Assistants are not expected to work when the university is closed (e.g. July 4), but should work with supervisor to understand expectations for additional vacation/break time. Sick leave will be considered by the supervisor as needed.

Graduate Assistants are compensated through a combination of scholarships and stipends, including:

- A scholarship equal to tuition for four courses each year (two in Fall term, two in Spring term, none in Summer term) not to exceed \$1,050 per credit and \$6,300 per semester. Student will be responsible for tuition exceeding the \$6,300 maximum each semester. Please be aware that the graduate assistantship scholarship is a tuition benefit and may be considered taxable income.
- A stipend of \$250 biweekly during the academic year and \$520 bi-weekly in the summer (12 weeks) not to exceed \$8,120 for the fiscal year. It is expected that the Graduate Assistant work with their supervisor to plan 20 hours of paid vacation during the summer months.

GA positions are awarded for a one-year period (July 1 – June 30). There is no expectation or guarantee that the GA position will be awarded in successive years to the same person.

**Application Procedure:** Please email application materials--a cover letter, resume, and contact information for three references to Kristin Graham, Associate Director of First Year Experience and Transitions at [kgraham@stetson.edu](mailto:kgraham@stetson.edu). Only complete applications will be considered. Review of applications will begin immediately.