

# First Year Experience and Transitions

## Graduate Assistant Position

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Student Development & Campus Vibrancy

First Year and Transition Programs

Stetson University

Part Time: 12-month position, 20 hours per week

Start Date: July 2025 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.

- Assist in the planning and execution of both Summer Orientation and FOCUS, which includes:
  - Provide staffing support on program days
  - Acquiring room reservations
  - Assisting in contracting off campus talent
  - Ordering and organizing program materials
  - Providing supervisory support throughout program dates throughout the summer
- Hold a supervisory role for the FOCUS and Summer Orientation Staffs, 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 and Summer Orientation Staffs
  - Attending and facilitating training for student staff
- Assists in planning and executing first year and departmental programming, including but not limited to:
  - Weeks of Welcome
  - Friends and Family Weekend
  - First Year Advocates Awards
  - Departmental Programs – Homecoming, Late Night Breakfast, Ice Cream Walk
- Update and maintain the FYE&T social media accounts and website
- 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 the 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 \$1,075 per credit and \$6,450 per semester.
- A stipend of \$250 bi-weekly during the academic year (40 weeks) and \$560 bi-weekly in the summer (12 weeks) not to exceed \$8,360 for the fiscal year. It is expected that the Graduate Assistant will 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.