



Graduate Assistantship Position Description Metropolitan State University of Denver Orientation, Transfer, and Reengagement

Enhance your Higher Education career by developing experience at a Hispanic Serving Institution in the city of Denver! During your course work at the University of Denver, gain experience, a larger network, and career opportunities by working to support incoming students along with their supporters at Metropolitan State University of Denver. Accessible by multiple forms of public transportation and located in the downtown Denver area, this is a convenient way to further develop throughout your graduate program. Individuals in these positions will work 15 hours/week during the academic year. Preference will be given to candidates who can work 35 hours/week from May – August. The ability to support summer programming in 2024 and 2025 is also preferable. There are two positions available, with some shared responsibilities and some that are split (see below).

Orientation, Transfer, and Reengagement (OTR) supports students in transition through high-quality orientation programs, preparing them for success at Metropolitan State University of Denver (MSU Denver). We do this by facilitating intentional and purposeful programs to meet a variety of student and supporter needs, integrating students and supporters into the University community, empowering student leaders, and collaborating with key internal and external partners. We serve students and their individuals of support inclusive of their identities; first-time students, transfer students, adult students (23 and older), student veterans, parents/families, Spanish speakers, and student leaders.

Metropolitan State University of Denver has the mission to provide a high-quality accessible, enriching education that prepares students for successful careers, post-graduate education and lifelong learning in a multicultural, global and technological society. To fulfill its mission, MSU Denver's diverse university community engages the community at large in a scholarly inquiry, creative activity and the application of knowledge.

Positions Available:

- **Bilingual Family and Community Programming (1 position)**
- **Student Orientation and Leadership Development (1 position)**

Responsibilities of Both Positions

Orientation Programs

- Prepare and communicate materials for both on-campus and virtual new student orientation sessions to campus partners, OTR staff, and incoming students
- Execute logistics in the midst of orientation sessions to ensure quality programming, effective communication, and valuable assessment
- Facilitate portions of orientation sessions including but not limited to student panels, family and guest programming, and lunchtime announcements
- Provide mentorship and leadership development support for the orientation undergraduate student staff through one-on-one and group settings including workshop facilitation
- Collaborate with OTR staff and campus partners as we continue to execute current and develop improved programming
- Engage in meetings with orientation leadership team (as scheduled)
- Utilize Banner, Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, and Teams) along with Visual Zen Orientation (VZ)

Bilingual Family and Community Programming

- Provide logistical support in scheduling and executing family and supporter programming and communication throughout the year
- Develop and manage project initiatives to communicate to new MSU Denver Families and Supporters
- Collaborate with campus partners to develop workshops for parents and other individuals of support
- Provide leadership on various family program initiatives, including opportunities to develop your own programming
- Conduct outreach to family and supporter program participants

- Collaborate with the Assistant Director on marketing and publication materials both in English and in Spanish for monthly newsletters and Facebook posts
- Research best practices in family and supporter programming for various perspectives (Parents of first generation students, transfer students, etc.)

Student Orientation and Leadership Development

- Work in collaboration with the Orientation Leadership Team, as well as internal and external stakeholders, to design, implement, and carry out logistics of Student Orientation Advising and Registration (SOAR), Transfer Student Orientation, Veteran Student Orientation, and Fall/Spring/Summer Start Student Orientation programs
- Assist with the recruitment, selection, evaluation, and training of the Orientation Leader Team
- Assist in the design and implementation of the Orientation Leader training program
- Co-supervise the development of Student Coordinators through providing support, training, and development
- Collaborate with the Orientation Team and university offices to assist with ongoing transition programming and events for new students
- Develop and conduct assessment to measure learning outcomes of programs and provide necessary recommendations to support the success of Orientation programs and initiatives
- Serve on internal and other campus committees as needed

Required Qualifications

- Accepted into a current graduate program, focusing in higher education administration, educational leadership, or similar program, for the 2023-2024 academic year
- Ability to relate well with students, parents, faculty, and administrators
- Knowledge of unique needs and concerns of new students and an interest in serving this population
- Excellent communication skills and ability to create and sustain partnerships across campus
- Ability to work collaboratively with individuals from diverse backgrounds
- Exceptional multi-tasking and organizational skills
- Ability to manage time effectively amidst multiple work and school requirements
- A commitment to growing and acting in justice, equity, diversity, and inclusion
- Fluency in written and oral Spanish (specifically for the Bilingual Family and Community Programming position)

Preferred Qualifications

- Experience working with college students, families, and/or supporters in orientation, transition, and/or retention programming in a higher education setting
- Intermediate Microsoft Office skills including pivot tables, mail merges, and running events on Microsoft Teams
- Experience with Banner and/or Visual Zen (VZ) platforms
- Experience working effectively in diverse environments
- Fluency in written and oral Spanish (preferred only for the Student Orientation and Leadership Development position)

Compensation

- Stipend for the 2024-25 academic year (paid in bi-weekly increments via hourly wage of \$21.50 per hour)
- Opportunities for more pay than the minimum stipend
- Tuition payment support for the 2024-25 school year and 2025-26, if applicable