

The primary focus of the orientation programs in First Year Experience (FYE) is to provide transition services for incoming freshmen, transfer students, and their families and guests. This is accomplished through Camp War Eagle (CWE), our orientation program for incoming freshmen and their families, and Successfully Orienting Students (SOS), the orientation program for incoming transfer students and their families. FYE also houses First Year Seminars and Learning Communities. Orientation programs are coordinated by four professional staff members, two graduate assistants, two temporary summer interns, one administrative support staff member and a large undergraduate student staff.

Camp War Eagle (CWE) provides freshman students with an introduction to academic and social life at Auburn University in an overnight orientation program. Successfully Orienting Students (SOS) is a one-day, transfer student-focused orientation program with sessions held throughout the academic year. Both CWE and SOS offer concurrent programming for the family members and guests of students. In 2023, a staff of 66 Orientation Counselors will assist the freshmen and families throughout the multiple programs to ease the transition process by welcoming new students to the Auburn Family and introducing them to the University's services and resources. Seven returning students serve as Head Counselors and work throughout the academic year to plan the program and train and supervise the new Counselors.

Job Qualifications

- Enrolled in the Higher Education graduate program at Auburn University
- Ability to work up to 40 hours per week in the summer, 15 hours per week in the fall, and 20 hours per week in the spring, including frequent evening hours in the summer and occasional nights or weekends in the academic year
- Availability to work all orientation programs in the summers of 2023 and 2024
- Excellent written, verbal, and interpersonal communication skills
- Ability to work independently, follow up on assignments, and take initiative on projects
- Campus leadership experience preferred at the undergraduate and/or graduate level
- Strong desire to learn and gain new experiences

Expected Responsibilities for Position

- Assist with publicity, selection, and training of undergraduate Orientation Counselors
- Co-teach a First Year Seminar course with a full-time staff member
- Assist with assessment of orientation programs, publicity, and additional programming
- Assist with supervision and mentoring of CWE and SOS student leaders
- Work SOS sessions (occurring on at least 7 weekdays throughout the year)
- Coordinate specific aspects of the CWE and SOS programs (presentations, planning logistics, etc.)
- Work CWE summer orientation sessions (late night and weekend work required)
- Assist with coordination of FYE social media and special projects
- Participate as a paraprofessional staff member on the FYE team
- Communicate with staff across campus and the community about CWE and SOS programs
- Other duties as need arises or interest is expressed; some night and weekend work required

Additional Employment Details

This position is anticipated pending approval from campus administration including Human Resources, the Graduate School, Auburn University Student Affairs, the program of study, and others. The projected pay for this position is \$17,160 over the course of the year (May 2023 – August 2024) with an anticipated increase for Graduate Assistants who continue into a second year. This position follows the guidelines set in the Auburn University Student Affairs Graduate Assistant Manual.

Note that the amount of work hours each semester will vary. A schedule that is mutually agreed upon by the supervisor and Graduate Assistant will be determined each semester.

- **Summer Semester:** Average of 25 hours per week, including a maximum of 40 hours per week during orientation sessions
- **Fall Semester:** Average of 15 hours per week, except October and November – additional hours will be needed due to Selections and attendance at NODA Annual Conference (professional association for orientation in higher education)
- **Spring Semester:** Average of 20 hours per week – additional weekend hours may be needed for regional conference attendance

Please visit <http://graduate.auburn.edu/current-students/guidelines-graduate-assistantships> for additional guidelines on Auburn's graduate assistantships and <http://graduate.auburn.edu/current-students/guidelines-for-graduate-tuition-fellowships> for additional guidelines for Auburn's graduate tuition fellowships.