

New Student Programs (NSP) is committed to providing services for new students and their families. Eastern views orientation as an ongoing and multi-faceted transition process, which involves academic, intellectual, civic and personal development. NSP strives to provide supportive programs and leadership opportunities for all students.

New Student Programs does provide several graduate assistantship opportunities. This document will provide you with a description of the assistantship as well as the application process.

Graduate Assistant Position: Program Coordinator

Description: Coordinate the orientation and transition programming for over 3,000 new students and their families annually.

Responsibilities can include:

- the development and implementation of staff recruitment, selection and training for over 75 students annually,
- facilitating prospective student events and programs,
- development and facilitation of orientation and transitional programs,
- facilitating leadership programs,
- teaching classes,
- marketing and publication development,
- and supervising staff.

Requirements: Experience in orientation and admissions preferred. Strong experience in student leadership positions (orientation, first year experience, student activities, residence life, Greek life, etc.) preferred. Position is a twelve month contract and begins July 1 (preferred 2 year commitment).

Remuneration: \$950 per month and tuition waiver (excluding fees) from September to April; \$1,200 per month, meals (when dining is open) and tuition waiver (excluding fees) from May to August.

Individuals interested in applying for a graduate assistantship need to complete the following steps:

1. **Apply to New Student Programs:** Application materials are to be submitted online at <http://www.eiu.edu/nsp/gradapplication.php>. You will upload a cover letter stating why you are interested in the position as well as your relevant experience, a résumé, and the names and contact information for three references.
2. **Apply to the Graduate School** (<http://www.eiu.edu/~graduate/home/index.php>)
3. **Apply to the Graduate Program of Choice** (<http://www.eiu.edu/~graduate/home/index.php>)
4. **Apply for a Graduate Assistantship** On-line with the Graduate School (<http://www.eiu.edu/~graduate/assistantships/assistantships.php>)
 - a. Please be sure to select the New Student Programs/Orientation Office during the process.

Hiring Timeline:

1. Applications will be reviewed beginning February 1
2. Interview will be scheduled during February and March
3. Candidates will be notified of their application standing by April 15