



Department:	New Student and Family Programs
Position:	Graduate Assistant
Hours/Week:	19.5
Contract Dates:	July 1, 2018-May 31, 2020
Supervisor:	Beth Gillespie
Supervisor Contact:	Emgillespie2@eiu.edu (217) 581-6435
Benefits:	\$950/month from September-April, \$1,200/month from May-August

Duties and Responsibilities:

New Student & Family Programs (NSFP) is committed to providing services to cultivate new students and family connections and engagement in the community. Eastern views orientation as an ongoing and multi-faceted transition process which involves academic, intellectual, civic, and personal development. NSFP builds collaboration between students, families, and the institution for the common goals of student learning, development, and success.

We welcome, engage and connect with students by planning and facilitating over 30 Orientation, Advisement, and Registration events annually and PROWL which happens the first 6 weeks of each fall semester. New Student and Family Programs helps ensure that all incoming students (freshman, transfer and International students) are connected, are aware of campus activities and resources, and are ready to be successful both inside and outside of the classroom. Our office is a fast paced, program focused, and relationship centered.

Special Qualifications:

- Assist in the planning, management and facilitation of the Orientation, Advisement and Registration programs. (Also known as DEBUT)
- Assist in the planning, selection, training and supervision of the DEBUT staff (up to 10)
- Assist in the planning, management, and facilitation of our 6 week transition program. (Also known as PROWL)
- Coordinate and collaborate with departments across campus to ensure participation in events and successful programming.
- Assist with, develop, and coordinate New Student and Family Programs communication and marketing (including social media, website management, Panther Life app.)
- Act as a leader in the office, and assist with all duties in NSFP.