



Orientation & Training Services Graduate Assistantship

University College aims to provide programs and services to help students be successful at Illinois State University. As a unit within University College, Orientation and Training Services (OTS) is responsible for providing orientation programs for transfer students (Transfer Registration and Orientation Days) and incoming freshmen/first time in college students (Preview). Additionally, OTS coordinates and implements professional development and training sessions for student staff and full-time staff.

Responsibilities

Under the supervision of the Coordinator of OTS, the graduate assistant will assist in the recruitment, selection, training, supervision, and evaluation process for approximately 50 student employees. Responsibilities also include revising publications, editing and interpreting evaluations, assisting staff with presentations, and research and benchmarking with other orientation programs. This position will also allow time for projects that cater to the special interests or areas of expertise of the graduate assistant.

Requirements

- Bachelor's degree and admitted as a degree student in a graduate academic program
- Excellent written and verbal communication skills
- Be comfortable working in an energetic team environment
- Strong organizational skills and ability to work independently
- Commitment to promoting equity, diversity, and inclusion
- Must be able to work 27 hours per week, Monday-Friday with occasional evening and weekend hours
- Previous experience with orientation not required

About Us

OTS is composed of 3 full-time staff members, and we collaborate regularly with other units in University College and within Student Affairs. We are a cohesive and positive team who take our work responsibilities very seriously but also love to incorporate fun and humor into our daily tasks to foster a balanced environment. Our graduate assistants are an integral part of our team, and we work closely to ensure a mutually beneficial experience.