



Department	New Student and Family Engagement (NSFE)
Position Title	Graduate Assistant
Supervisor	NSFE Professional Staff
Date	February 2019

General Summary

The Office of New Student & Family Engagement (NSFE) works to help ensure the quality of the student experience at DePaul University by providing programming and services that aid in students' transition and integration process into the university community. NSFE will hire three grad assistants (for 12-month assistantships) to support the following program areas:

- **Chicago Quarter:** Required course that acquaints first-year students at DePaul to the metropolitan community, neighborhoods, cultures, people, institutions and issues in Chicago. Students also learn about university life, resources, and how to be a successful student.
- **Orientation:** Mandatory program for all incoming undergraduate students designed to provide them with the tools for a successful first year at DePaul. Premiere DePaul (freshman orientation) is a 2-day overnight experience offered throughout the summer. Transition DePaul (transfer orientation) is a 1-day experience offered throughout the summer and in advance of each quarter.
- **Student Success Coaching:** One-on-one peer coaching to support first-year students in transitioning into DePaul and creating goals to meet their idea of success.

Principal Duties and Responsibilities

1. Advise and manage undergraduate student leaders (i.e. Chicago Quarter Mentors, Orientation Leaders, Student Success Coaches).
2. Assist in the recruitment, selection, training and supervision of student leader staff.
3. Execute logistics for departmental programs including collaborating with campus partners, negotiating program details, and coordinating day-to-day program logistics.
4. Compile and analyze program evaluation data.
5. Serve as a staff professional in a Chicago Quarter first-year course during the fall quarter.
6. Design and deliver workshops and presentations to students, faculty, staff, and parents/families.
7. Represent the Office of New Student and Family Engagement to new students, families, and guests of the University.
8. In collaboration with two other departmental graduate assistants, provide assistance for programs and events sponsored by the Office of New Student and Family Engagement.

Principal Learning Objectives

1. The Graduate Assistant will have an opportunity to put theory into practice in a student affairs office setting.
2. The Graduate Assistant will develop student supervision and coaching skills.
3. The Graduate Assistant will gain insight on the impact of transition programs on student success.

Position Qualifications

- Enrolled as a graduate student at DePaul University, with the intent of maintaining student status through the entire 2019 - 2020 academic year. Candidates must be enrolled in a graduate program with a demonstrated curricular link to student development.
- Display strong interpersonal, communication, and organization skills and the potential to further develop these skills
- Knowledge of and commitment to the mission of DePaul University
- Demonstrated time-management skills and flexibility as well as the ability to think critically and solve problems through complex situations
- Ability to work well independently and take initiative to prioritize and complete position duties

- Demonstrated enthusiasm for DePaul and the Chicago community
- Demonstrates desire to apply student development theory into practice
- Ability to adhere to a clearly defined work calendar and to manage multiple deadlines

Hours & Schedule

Graduate assistantships will formally begin on June 1, 2019. The GA is expected to work an average of 20 hours a week for 12 months. Due to the nature of this position, after-hours and weekend work responsibilities may be required during program implementation, but will be communicated to the graduate assistant in advance. The graduate assistant may be reappointed to this position based upon satisfactory completion of work responsibilities and academic progress.

Important Dates (to be negotiated upon hire)

Chicago Quarter Pre-Immersion Meeting: August 29, 2019
 Chicago Quarter Immersion Week: September 3-9, 2019
 Great Starts Meeting: September 10, 2019
 New Student Convocation: September 10, 2019
 Premiere & Transition DePaul Orientation Programs (below)

Transition DePaul Programs:

Thursday, June 6, 2019 – Loop Campus
 Friday, June 7, 2019 – Lincoln Park Campus
 Wednesday, June 26, 2019 – Lincoln Park & Loop Campuses
 Wednesday, July 3, 2019 – Loop Campus
 Thursday, July 11, 2019 – Loop Campus
 Friday, July 12, 2019 – Lincoln Park Campus
 Wednesday, July 17, 2019 – Loop Campus
 Wednesday, July 31, 2019 – Loop Campus
 Wednesday, August 7, 2019 – Loop Campus
 Monday, August 26, 2019 – Lincoln Park Campus
 Tuesday, August 27, 2019 – Loop Campus
 Wednesday, August 28, 2019 – Loop Campus
 Friday, September 6, 2019 – Loop Campus
 Monday, September 9, 2019 – Lincoln Park & Loop Campuses

Premiere DePaul Programs:

Thursday, June 27-Friday, June 28, 2019
 Monday, July 1-Tuesday, July 2, 2019
 Monday, July 8-Tuesday, July 9, 2019
 Monday, July 15-Tuesday, July 16, 2019
 Thursday, July 18-Friday, July 19, 2019
 Monday, July 22-Tuesday, July 23, 2019
 Thursday, July 25-Friday, July 26, 2019
 Monday, July 29-Tuesday, July 30, 2019
 Thursday, August 1-Friday, August 2, 2019
 Monday, August 5-Tuesday, August 6, 2019
 Thursday, August 8-Friday, August 9, 2019
 Thursday, August 29-Friday, August 30, 2019
 Wednesday, September 4-Thursday, September 5, 2019

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. DePaul management reserves the right to amend and change responsibilities to meet business and organizational needs.