



**Graduate Assistant Position  
2021-2022  
University of Miami  
Department of Orientation & Commuter Student Involvement**

**Mission**

The Department of Orientation & Commuter Student Involvement (OCSI) supports new students and families through their transition to the University of Miami. OCSI facilitates programs and resources to successfully and holistically acclimate all new undergraduate students to the academic and social fabric of the institution. OCSI serves as an integral part of the Division of Student Affairs and works closely with the Student Center Complex, William R. Butler Center for Volunteer Service and Leadership Development, Student Activities & Student Organizations, Multicultural Student Affairs, and the LGBTQ Student Center.

**General Description**

The Graduate Assistant (GA) serves as a staff member of OCSI with direct reporting responsibility to the department's Assistant Director. The purpose of the OCSI Graduate Assistantship experience is to provide the student with an all-encompassing understanding of the roles and functions of the Department. In addition, the experience will enable the student to understand how the roles and functions of OCSI support the mission of the University of Miami.

**Qualifications**

- Applicants must be enrolled fulltime in a Master's Program.
- Candidates pursuing a Master's Degree in Higher Education Administration and/or Student Affairs/Personnel, Enrollment Management, Counseling, and/or Community and Social Change preferred.

**Time Commitment/ Compensation**

- The time commitment for a Graduate Assistant student is 20 hours per week.
- The GA receives a stipend totaling \$18,000 to be disbursed, in parts, beginning August 23, 2021 – May 7, 2022 (*pending the final approval of the Spring 2022 academic calendar*) throughout the term of the position appointment.
- The GA will be paid an additional \$1,500 for working July 26, 2021 – August 22, 2021.
- The GA will return for the Spring semester no later than January 3, 2022 (*pending the final approval of the Spring 2022 academic calendar*)
- The GA contract may be renewed annually.
- This position does not include a tuition waiver.

**Position Appointment Dates**

July 26, 2021 – May 7, 2022 *Pending the Final Approval of the Spring 2022 Academic Calendar*

**Primary Responsibilities**

*Orientation Program Support:*

- Provide support for the Fall 2021 and Spring 2022 student and family 'Cane Kickoff programs.
- Co-supervise the 'Cane Kickoff staff comprised of 3 Program Coordinators, 16 Orientation Leaders and 130 Orientation Fellows.
- Co-create and facilitate information sessions geared towards first-year commuter and transfer students and their families about resources at the University of Miami and in the South Florida community that can provide support for a successful transition into the University.

*Parent and Family Program Support:*

- Assist with the program development and execution of Family Weekend in the Fall semester.



*Supervision:*

- Co-supervise the Commuter & Transfer Assistant staff which is made up of 10 undergraduate students that work as peer mentors to first-year and transfer commuter students.
- Lead Commuter & Transfer Assistant bi-weekly staff meetings alongside the Assistant Director.
- Conduct weekly one-on-one meetings with the Commuter & Transfer Assistant staff members.
- Co-create a performance evaluation system for the Commuter & Transfer Assistant staff and conduct formal evaluations with staff once a semester.
- Provide support for the Great Start program, a pre-orientation program for first-year commuter students, through co-supervision of a staff made up of 31 undergraduate student volunteers.

*Programming:*

- Oversee Commuter & Transfer Assistant programming efforts to ensure that programs are executed cohesively and intentionally.
- Create a lunch and learn series for first-year commuter students and transfer students on specific needs pertaining to these student populations.
- Collaborate with Housing and Residential Life to coordinate campus-wide first-year commuter and transfer student initiatives.
- Work alongside the Assistant Director to assist with managing the Commuter Student Involvement budget.

*Advising:*

- Co-advise the University of Miami chapter of Tau Sigma, a National Honor Society for Transfer Students.

*The GA also supports all departmental programs and efforts, with additional projects as assigned.*

**Professional Development**

- Provided that University budget permits, the Graduate Assistant will be sponsored by OCSI to attend the annual Association for Orientation, Transition and Retention (NODA) conference hosted in the fall. OCSI will cover the NODA annual membership fee, the conference registration fee, and airfare and housing costs.
- The Graduate Assistant will be connected with departments and offices throughout the institution to gain a better understanding of a multitude of functional areas within student affairs.

Interested candidates should send a cover letter and resume to [s.fleitas@umiami.edu](mailto:s.fleitas@umiami.edu)  
Stephanie Fleitas M.S.

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