



**Graduate Assistant Position
2022-2023
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 22, 2022 – May 1, 2023 throughout the term of the position appointment.
- The GA will be paid an additional \$1,500 for working July 25, 2022 – August 21, 2022.
- The GA will return for the Spring semester no later than January 2, 2023
- The GA contract may be renewed annually.
- This position does not include a tuition waiver.

Position Appointment Dates

July 25, 2022 – May 1, 2023

Primary Responsibilities

Orientation Program Support:

- Provide support for the Fall 2022 and Spring 2023 student and family 'Cane Kickoff programs.
- Co-supervise the 'Cane Kickoff staff comprised of 4 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 12 undergraduate students that work as peer mentors to first-year and transfer commuter students.
- Lead Commuter & Transfer Assistant 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-semester program for new 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.
- 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

- 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.

Stephanie Fleitas M.S.

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