First Year Experience: Orientation

The primary focus of the orientation programs in the First Year Experience (FYE) Office is to provide transition services for incoming freshmen, transfer students, and their parents and guests. This is accomplished through Camp War Eagle (CWE), our orientation program for incoming freshmen and their families, and Successfully Orienting Students (SOS), the orientation program for incoming transfer students and their families. Orientation programs are coordinated by four professional staff members, two graduate assistants, one administrative support staff member and a large undergraduate student staff (approximately 100). The FYE Office also houses Learning Communities and First Year Seminars.

Camp War Eagle (CWE) provides freshman students with a spirit-filled introduction to academic and social life at Auburn University. A staff of 61 Counselors assists the freshmen and families throughout the two-day, one-night program. Six returning students serve as Head Counselors and work throughout the academic year to plan the program and train and supervise the new counselors.

Successfully Orienting Students (SOS) is a transfer student specific orientation program for new students and their parents/guests. SOS is a one-day program held throughout the academic year. We specifically train 36 Orientation Leaders to ease the transfer process by welcoming them to the Auburn Family and introducing them to the University’s services and resources. Four returning students serve as Coordinators and work throughout the academic year to plan the program and train and supervise the new orientation leaders.

Desired Job Qualifications
- Must be enrolled in the Higher Education graduate program at Auburn University
- Ability to work approximately 40 hours per week in the summer, 15 hours per week in the fall, and 20 hours per week in the spring, including frequent evening hours in the summer and occasional nights or weekends in the academic year
- Available to work orientation programs in the summer of 2019 and 2020
- Preference will be given to students enrolled in the Student Affairs track
- Excellent written, verbal and interpersonal communication skills
- Ability to work independently, follow up on assignments, and take initiative on projects
- Campus leadership experience preferred at the undergraduate and/or graduate level
- Strong desire to learn and gain new experiences

Expected Role/Responsibilities for Position
- Assist with publicity, selection and training of approximately 100 undergraduate orientation leaders
- Co-teach a First Year Seminar course with a full-time staff member
- Coordinate off-campus ad sales for Tiger Transitions, the orientation handbook
- Coordinate assessment for CWE
- Assist with supervision and mentoring of CWE and SOS student leaders
- Work SOS days (seven sessions throughout the year)
- Coordinate specific aspects of the CWE and SOS programs
- Work CWE summer program (late night and weekend work required)
- Assist with coordination of FYE website, social media, and special projects
- Participate as a professional staff member in the FYE office
- Communicate with staff across campus and the community about CWE and SOS programs
- Other duties as need arises or interest is expressed; some night and weekend work required

Anticipated Employment Details
This position is anticipated pending approval from campus administration including Human Resources, the Graduate School, Division of Student Affairs, the program of study, and others. The projected pay for this position is $15,600 over the course of the year (May 2019 – May 2020).

Note that the amount of work hours each semester will vary. A schedule that is mutually agreed upon by the supervisor and Graduate Assistant will be determined each semester.
- Summer Semester: Average of 25 hours per week, including a maximum of 40 hours per week during orientation sessions
- Fall Semester: Average of 15 hours per week, except the month of October – additional hours will be needed due to Selections and attendance at NODA Annual Conference (professional association for orientation in higher education)
- Spring Semester: Average of 20 hours per week

Please visit http://graduate.auburn.edu/current-students/guidelines-graduate-assistantships/ for additional guidelines on Auburn’s graduate assistantships and http://graduate.auburn.edu/current-students/guidelines-for-graduate-tuition-fellowships/ for additional guidelines for Auburn’s graduate tuition fellowships.