

SUMMARY OF THE ROLE

- Mentoring students in individual, group, and team settings
- Academic advising and course registration for new students
- Designing and facilitating student leader recruitment, training, and selection processes
- Assessment and evaluation of departmental initiatives and the new student experience
- Working with unique population needs including transfer, commuter, first-generation, and low-income students

GCs will engage in the following responsibilities:

*Program Development*

- Contribute to the creation of online and in-person sessions, workshops, and events for Summer Orientation and Fall Welcome, Winter Orientation and Winter Welcome, and Spring Orientation.
- Collaborate with campus partners on orientation programming and larger divisional efforts.
- Assist with designing the Fall Move-In Experience for new students and their supporters.
- Coordinate and oversee schedules and assignments for student leader staff



