

University of Connecticut at Storrs  
**OFFICE OF ORIENTATION SERVICES**  
**GRADUATE ASSISTANTSHIP**  
2015 - 2017

The Office of Orientation Services reports to the Vice President for Enrollment Planning and Management. The VP of Enrollment Planning and Management reports directly to the University President. This office implements all new undergraduate student, parent, and campus change Orientation programs throughout the year with the major orientation effort occurring from late May through early July for fall admits. Orientation sessions also occur during the January winter break period for spring admits.

In addition to Orientation, this office acts as the liaison to the UConn Parents Association. Office staff consists of a full-time Director, Assistant Coordinator, Administrative Assistant, Graduate Assistant, and a number of undergraduate student leaders.

Job Responsibilities: This Orientation aspect of this assistantship focuses almost exclusively on the office practices (production side) of the University Orientation program and the UConn Parents Association.

Specific job responsibilities include:

- Helps to edit Orientation publications and handouts.
- Assists in the compilation of the Parents Association newsletter, "Parent Talk" (gather information for and edit) – published 3 times a year (August, January & May). The May issue is an online one.
- Assists in the use of the VZ Orientation online reservation for the University Orientation program.
- Assists in any mailings done for the Storrs campus Orientation Program and UConn Parents Association.
- Researches Orientation and Parent Association topics as needed
- Answers phones, greets visitors – Publication Relation duties
- Helps in the office implementation of Orientation and the Parents Association programs.
- Attends Parents Association meetings which generally occur two Saturdays a semester.
- Assists in special events for the UConn Parents Association. EG: Husky WOW and Family Weekend Welcome Tents, Admissions Phone-a-thon, etc.
- Solicits parent volunteers for Parents Association events.
- Serves as the Secretary for the UConn Parents Association Board of Directors.
- Other duties as required

Qualifications:

- A genuine interest and dedication in assisting new undergraduate students and parents transition to the University
- Excellent interpersonal communication skills: oral and written
- Strong organizational skills; good multitasker
- Is a strong Team player
- Experience working with Adobe Creative Suite 5 (In particular Photoshop, Indesign, and Dreamweaver).
- Familiarity with basic graphic design principles.
- Familiarity with filming and editing digital video using iMovie.
- Working knowledge of current social media applications.
- Ability to use Windows 7 and Mac OS X
- Ability to use Microsoft Office 2010 (including MS Access)
- Capacity to troubleshoot technological glitches that may arise in the office and/or during a program.
- Willingness to learn about the University from top to bottom
- Is willing to go the extra mile to get the job done. (Orientation and Parents Association activities do not necessarily occur within a Monday through Friday, 8:00 a.m. to 5 p.m. schedule.)

This assistantship will be 20-hours per week, on a 12-month appointment beginning the last week of August. Due to the nature of the Orientation assistantship, the graduate assistant will also work during University vacation periods: E.G. Winter break and summer immediately after the spring semester ends. During summer the GA is put on Student Labor payroll. A two week vacation is allowed outside of the orientation periods.

The Central focus of this graduate assistantship is working in the **Orientation Office** on the production side of the program. Due to the nature of both Orientation and the UConn Parents Association activities there may be some weekend and evening working hours involved. Parents Association meetings always occur on Saturdays two to three times a semester. This is a two-year assistantship pending a positive performance after the first year. The student must be enrolled in the UConn HESA program.

Contact Person:

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Division of Enrollment Planning and Management