



Graduate Assistant for Orientation University of California, Berkeley

UC BERKELEY

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance – academic and artistic, political and cultural – make it a very special place for students, faculty and staff.

BERKELEY

Berkeley is a city with a small population and a big reputation. Known around the globe as a center for academic achievement, scientific exploration, free speech, and the arts, Berkeley is a vibrant city in Northern California with cultural and culinary stars, rich architectural heritage, great outdoor options, and friendly residents. Berkeley is also a short BART (Bay Area Rapid Transit) ride to Oakland and San Francisco.

NEW STUDENT SERVICES

New Student Services empowers over 9,000 undergraduate students to succeed annually and facilitates their transition to UC Berkeley. This process is known as the Golden Bear Experience, which consists of two parts: Before Students Arrive (advising and prep, online) and After Students Arrive (Move-in, Golden Bear Orientation, and Getting your Bearings, on campus).

The overarching goals of the Golden Bear Experience are to:

- Welcome new students into UC Berkeley's scholarly community and lay the foundation for fostering their intellectual identity.
- Create opportunities for participants to gain an understanding of academic requirements.
- Create opportunities for participants to connect with university and college resources, services, and support structures.
- Create opportunities for participants to engage with campus traditions and the range of UC Berkeley's unique cultural communities.
- Create opportunities for participants to engage with their peers and the broader campus community.
- Set the path for a lifelong relationship with the campus.

To accomplish these goals, New Student Services utilizes multiple levels of student staffing and involvement. This includes, but is not limited to, Student Coordinators, Orientation Mentors (OM), Orientation Leaders (OL), and Office Representatives. As a team of committed student affairs professionals, New Student Services practices a student-centered learning approach in all programming for new students and training(s) for our student leaders.

New Student Services is a department that reports to the Associate Vice Chancellor and Dean of Students Office within the Division of Student Affairs. The Division of Student Affairs aims to advance the learning and personal growth of students by providing leadership, services, and opportunities that enable students to succeed in and contribute to a diverse and global society. The Office of the Associate Vice Chancellor for Student Affairs and Dean of Students, its Centers, and staff create environments to educate, support, and challenge students to seek and follow their purpose, build resiliency, transform themselves, and engage communities. To learn more about the Associate Vice Chancellor and Dean of Students Office, please visit <https://deanofstudents.berkeley.edu/>.

GRADUATE ASSISTANT FOR ORIENTATION

The Graduate Assistant for Orientation at UC Berkeley is a one-year commitment within the department of New Student Services, and will report to the Assistant Director. The Graduate Assistant will collaborate with a second Graduate Assistant to plan, implement, and assess Golden Bear Orientation. This position is responsible for orientation scheduling, logistics, and the planning for one (1) large-scale program.

JOB DUTIES/RESPONSIBILITIES

New Student Services has identified the following as essential functions to the success of this position.

Golden Bear Orientation Program Logistics

- Assist in organizing all orientation logistics including venue reservations, meals, equipment rentals and AV.
- Assist in overseeing the schedule of all orientation events and orientation group scheduling.
- Assist with the development and execution of the over 200+ unique group schedules
- Assist with the implementation of changes to the Golden Bear Orientation schedule and programming components.
- Supports collaboration efforts with multiple campus departments and external vendors.
- Supports the management of the department's assessment tool and measuring and dissemination

Golden Bear Orientation

- Support the execution of the five day Golden Bear Orientation Program in collaboration with the Associate Director
- Oversee the success of a minimum (1) large-scale program(s) during Golden Bear Orientation.
- Participate in centralized planning efforts for Golden Bear Orientation.
- Participate in student staff development opportunities by facilitating training, class sessions and team meetings.
- Foster existing campus relationships with faculty, and staff as well as participate in campus engagement opportunities.
- Research best practices in orientation, transition, and retention to improve existing Golden Bear Orientation program
- Additional projects and tasks may be assigned and will not conflict with the job duties and responsibilities
- Additional professional development opportunities may be engaged with review and approval of the supervisor.

Qualifications:

- Bachelor's degree
- Current enrollment in a graduate program, 1st or 2nd year students
- Interest in student transition & retention
- Experience collaborating with a team and with student leaders
- Experience with public speaking
- Strong written and oral communication and organizational skills
- Awareness of their own social identities and how to strive for an equitable environment

Terms of employment:

- 13-month appointment from August 5, 2024 through early September 2025 (End date to be determined)
- Available to work 10-15 hours during Golden Bear Orientation in August 2024. Attendance at the following will allow Graduate Assistant to view and train in preparation for the following year. Recognition that dates established with Golden Bear Orientation (August 2024) may be in direct conflict with University of San Francisco onboarding process. Graduate Assistant will not be expected to miss graduate program orientation or class.
 - Prep Week (August 5, 2024)
 - Orientation Mentor Training (August 13-15, 2024)
 - Orientation Leader Training (August 17-19, 2024)
 - Golden Bear Orientation (August 21-26, 2024)
- Must be available to work a 20-hour work week during the Academic year (September 2024 to May 2025) with varied shifts and times including:
 - Week of January 13-19, 2025 will be 40 hour (+15 overtime) to support Hibernation retreat and January GBO
- Must be available to work a 40-hour work week during the Summer (June 2025-August 2025) with varied shifts
- Must be available for all of Golden Bear Orientation (August 2025) and student leader training. Weeks will be capped at 40 hours per week with possibility of no more than 15 hours overtime/week if Graduate Assistant is available.
 - Orientation Mentor Training (tentative dates based on 2024: August 12-14, 2025)
 - Orientation Leader Training (tentative dates based on 2024: August 1-18, 2025)
 - Golden Bear Orientation (tentative dates based on 2024: August 20-25, 2025)

Compensation:

- \$25.10/hour
- Professional Development:
 - NODA Annual Conference & NODA Region II Conference
 - Includes registration, housing, and meals for both conferences
 - Presentation and/or Committee Involvement at NODA Region II conference (required)

UNIVERSITY OF CALIFORNIA, BERKELEY

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New Student Services
2515 Channing Way

Berkeley, California 94720-2272
nss.berkeley.edu

- Paid hours will be applied for work completed for conference presentation and while presenting.
 - o \$500.00 in professional development (supervisor approval required)
- Tuition Remission:
 - o Fall Semester: \$2,500.00 (equivalent to 2 units)
 - o Spring Semester: \$2,500.00 (equivalent to 2 units)

By signing this contract, I acknowledge that I understand the above requirements, and I accept the terms of this agreement. I will represent University of California, Berkeley, uphold NSS standards and embody the Principles of Community.

Graduate Assistant's Printed Name

Signature

Date

Assistant Director's Printed Name

Signature

Date