Orientation/Transfer Services

**G.A. Position:** Orientation/Transfer Services

**Department:** Orientation

**Supervisor:** Robert Lagnese

**Job Description:**

The Orientation/Transfer Services Graduate Assistant is responsible for assisting the Director with first-year program development and implementation, maintaining the Admissions and Orientation Web sites and other technology resources, creating Transfer recruitment and advisement publications, supporting initiatives determined to meet the needs of the growing population of transfer students, and coordinating strategies to enhance services for new freshmen and their parents.

**Job Functions:**

- Manage Web resources
- Host programs/receptions
- Develop programs/activities
- Publish academic and recruitment materials
- Organize recruitment travel
- Assist with recruiting, hiring and supervising student team leaders

**Desired Qualifications:**

- Computer proficiency (Word, PowerPoint, Excel, Publisher, FrontPage)
- Interviewing skills
- Multi-task management
- Leadership experience
- Program implementation

**Graduate Student Outcomes:**

- Leadership training
- Staff management
- Program development
- Electronic recruitment strategies and application
- Web design and maintenance
- Desktop publishing
- Data collection and analysis
Appropriate SRU Graduate Majors:

- Student Personnel
- Counseling
- Elementary/Secondary School Counseling

Supervisor's Expectations:

- 17 ½ hours per week (Monday – Friday, with occasional Saturday hours)
- Professional work ethic
- Initiative to work independently
- Ability to complete tasks in a timely fashion
- Commitment to first-year programming and transfer recruitment strategies
- Appreciation for technology development

Contact Information:

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