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## Orientation Internship

### General Information

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**Dates of Internship:** 05/20/2008 - 08/01/2008

**Dates Flexible:** yes

**Positions Available:** 1

**Other Interns Working with this Position:** 0

**Region:**

### Position Information

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**Position Requirements:** Current Graduate Student

**Job Description:** Developed goals for the internship experience; Assist with the training of student orientation leaders; Assist with the planning, implementation, and evaluation of summer orientation programs; Assist with the "Parent Connection" service program; Direct and implement the Orientation Skit program; Attend and work the summer orientation program in June and July; Assist with the planning and organization of the Fall Week of Welcome (WOW) Program; Meet weekly with the Director of Campus Life; and submit a written report summarizing the internship experience.

**Qualifications and Experience:** Team building skills, customer service, orientation and family orientation program experience. This position allows for a great deal of autonomy, creativity, and initiative. As a student intern, you will be empowered to make major contributions throughout the development and implementation of a comprehensive orientation program. Needless to say, our location is a major job benefit. You will be strongly encouraged and allowed to engage yourself in the local recreational opportunities.

### Benefits

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**Stipend:** \$2000.00 per Summer

**Meals Provided:** Partial

**Other Benefits Offered:** - Parking - Computer Access - Recreation Center Use -

### Housing

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**Housing provided:** Yes

**Accommodates a Spouse/Partner:** Yes

**Accommodates Children:** No

**Room and Board Details:** Accommodations are in a single suite type arrangement. One bedroom, bath, small kitchenette and living room. Partially furnished. Meals provided during orientation leader training and scheduled orientation sessions as well as many informal meals.

### Institution Information

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**Institutional Characteristics:** 4 Year Public, Co-ed

**Total Enrollment:** 2400

**First Year Students:** 650

**Transfer Students:** 200

**Students and Programs:** - Freshmen - Transfer Students - International Students - Parents/Family - Summer Orientation/Registration - Fall Orientation/Registration - Mid Year Orientation/Registration - Service Learning/Community Service - Adventure Programs/Camps - Welcome Week -

**Institution Location:** Rural location/small town environment in the south central mountains of . Close proximity to numerous outdoor activities including mountain biking, hiking, rock-climbing and kayaking. This is an outdoor recreation paradise! Campus environment consists of 40 buildings, 130 landscaped acres, 251 adjoining undeveloped acres, plus 1,100 acre Mountain.

### Contact Information:

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**Website:**

(Please do not send applications to institutions or supervisors directly)

## Graduate Intern for Parent Programs

### General Information

**Dates of Internship:** 05/11/2008 - 08/01/2008

**Dates Flexible:** yes

**Positions Available:** 1

**Other Interns Working with this Position:** 1

**Region:**

### Position Information

**Position Requirements:** Current Graduate Student

**Job Description:** The Office of New Student and Parent Programs (within the Division of Student Affairs) strives to provide a feeling of family to students and parents. As a member of our professional staff, the NODA intern will work with various aspects of new student and parent programs. She/he will be primarily responsible for organizing and planning the Summer Send-Offs hosted by parents and alumni in various areas in and out of state. These 60+ events will require some event planning, daily monitoring, and very detailed follow-up with parents, Parents Council members, and the General Alumni Association. Additionally, the intern will oversee skit development and practice during Orientation Leader training, and will supervise evening programming for first-year student orientation sessions. She/he will coordinate the assessment of the orientation program, and will review and analyze evaluation data. The intern will also staff the office table at the orientation information fair, and will be a live-in advisor for the OL team in the orientation residence hall.

**Qualifications and Experience:** The Intern must be currently enrolled in a higher education (or comparable) graduate program and should demonstrate an interest in new student and family programs as a profession. She/he must have strong communication and interpersonal skills, an attention to detail, the ability to work both independently and collaboratively, the ability to work in a fast-paced environment and balance multiple tasks, a positive attitude, a willingness to learn, and a good sense of humor! Prior experience working with orientation and/or family programs (either as an undergraduate or graduate student) is preferred.

### Benefits

**Stipend:** \$3000.00 per Summer

**Meals Provided:** Program Only

**Other Benefits Offered:** - Computer Access - Recreation Center Use - Campus E-mail Address -

### Housing

**Housing provided:** Yes

**Accommodates a Spouse/Partner:** No

**Accommodates Children:** No

**Room and Board Details:** The Intern will be provided with a single, air-conditioned room in a traditional residence hall. Rooms are on a hall floor with a community bathroom shared with Orientation staff and participants. Some meals will be provided during Orientation sessions. Parking is available; however, the Intern must purchase a parking permit.

### Institution Information

**Institutional Characteristics:** 4 Year Public, Co-ed

**Total Enrollment:** 27000

**First Year Students:** 4000

**Transfer Students:** 800

**Students and Programs:** - Freshmen - Transfer Students - International Students - Parents/Family - Summer Orientation/Registration - Common Reading Programs/Seminars/First Year Experience Courses - Welcome Week -

**Institution Location:** a great college town feel. Within the area, there are multiple public and private colleges and universities. The area in and around offers a wide variety of cultural activities, shopping, sports, and entertainment. The beaches are within a two-hour drive to the east, while the mountains are three hours to the west. The area is served by the International Airport, which is 30 minutes from campus.

### Contact Information:

**Website:**

(Please do not send applications to institutions or supervisors directly)

## Orientation Intern

### General Information

**Dates of Internship:** 05/28/2008 - 08/05/2008

**Dates Flexible:** yes

**Positions Available:** 1

**Other Interns Working with this Position:** 0

**Region:**

### Position Information

**Position Requirements:** Current Graduate Student

**Job Description:** The NODA Intern is an integral member of our professional orientation staff within the Office of New Student Programs. The intern will assist with all aspects of New Student Orientation (8 sessions) and Transfer Student Orientation (7 sessions). The intern will be directly responsible for: serving as a live-in professional staff member in the orientation residence hall, responding to emergencies within the residence hall, supervising the Orientation Leader team (approximately 30 students) in the residence hall, supervising evening activities during New Student Orientation sessions, coordinating on-call rotations for the Orientation Leader team, planning mid-summer staff training, and working with our Orientation photographer. Additionally, the intern will assist with: summer training, coordinating check-in and check-out procedures for New Student & Transfer Student Orientation, coordinating duty schedules for Orientation Leaders, coordinating small group room assignments, motivating and recognizing staff, and performing other duties as assigned. Assistance with special projects is expected. The intern is encouraged to express desired areas for professional development throughout the internship experience.

**Qualifications and Experience:** Graduate student only. The intern should possess maturity, integrity, excellent communication and organizational skills, ability to work long hours, and a positive attitude. Applicants must be prepared to handle long hours and weekend work during their experience and during orientation sessions. Prior experience advising or supervising students is desired, but not required. Experience in orientation programs and/or residence life is desirable. Intern should be proficient in Microsoft Excel and Microsoft Word.

### Benefits

**Stipend:** \$3000.00 per Summer

**Meals Provided:** Partial

**Other Benefits Offered:** - Parking - Computer Access - Recreation Center Use - Campus E-mail Address -

### Housing

**Housing provided:** Yes

**Accommodates a Spouse/Partner:** Yes

**Accommodates Children:** No

**Room and Board Details:** The NODA Intern will reside in the orientation residence hall (2 private rooms connected by a private bath) for the duration of the internship. Intern will need to provide their own telephone, computer, television, bed linens, towels, and toiletries. All meals during orientation programs and training will be provided. Additional meals during orientation breaks will be provided in the residence hall when the facility is open. Intern may need to provide meals for themselves during certain break periods. Spouse/partner/children housing is an option; however, no meals will be made available for these individuals.

### Institution Information

**Institutional Characteristics:** 4 Year Public, Co-ed

**Total Enrollment:** 34000

**First Year Students:** 3500

**Transfer Students:** 3500

**Students and Programs:** - Freshmen - Transfer Students - Parents/Family - Summer Orientation/Registration - Fall Orientation/Registration - Mid Year Orientation/Registration - Adventure Programs/Camps -

**Institution Location:** The University is the areas leading research institution. is the flagship campus of the System and offers a variety of undergraduate, master's, and doctoral level degrees. is the leading transfer institution of the region, with close to half our student population transferring from other schools in the state. We are also the fourth largest institution in the state. is a college town of 100,000 people, is within driving distance of many popular restaurants, and is a unique blend of local culture and college town attitude. Interns generally benefit from being within driving distance of other major tourist attractions

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## NODA Family Leader Internship

### General Information

**Dates of Internship:** 05/12/2008 - 08/02/2008

**Dates Flexible:** no

**Positions Available:** 1

**Other Interns Working with this Position:** 0

**Region:**

### Position Information

**Position Requirements:** Current Graduate Student

**Job Description:** hosts eight 2-day First-Year Student and Family orientation sessions with a mandatory overnight stay for students. The FAMILY INTERN responsibilities include: supervise the Orientation Team Leaders (OTL) as a live-in advisor in the residence halls; coordinate assigned OTL committees and socials; assist in the implementation of OTL training; supervise family leaders and assist in their implementation of the program and sessions; work one-on-one with leaders to develop public speaking skills and create personalized tours and family display boards; run an interactive OTL/Family session during the program; coordinate and organize materials for the sessions and assist with check-in and implementing the staffing plan; create assessment tools to evaluate leader performance and assist with the implementation and analysis; assist in organizing the OTL banquet to include video, pictures, and mementos. Assist with implementation and execution of Transfer Orientation sessions as needed. The intern will be required to keep a journal throughout the experience and to provide a final reflection at the end of the internship. Other duties as assigned. An additional \$100 is included in the stipend to pay for parking on campus (if you choose to bring a car). Membership to the Campus Recreation Center is available on a monthly basis for a small fee.

**Qualifications and Experience:** Applicants must be current graduate students with a passion for working with undergraduate students in a fast-paced environment. Preferences will be given to those candidates that have a background in Residence Services and familiarity with student programming and supervision.

### Benefits

**Stipend:** \$2900.00 per Summer

**Meals Provided:** Program Only

**Other Benefits Offered:** - Computer Access - Campus E-mail Address - Other: See Job Description -

### Housing

**Housing provided:** Yes

**Accommodates a Spouse/Partner:** No

**Accommodates Children:** No

**Room and Board Details:** The intern will live in University housing on-campus as a live-in advisor to the Orientation Team Leaders (OTL). He/She will have his/her own room, and possibly share an apartment suite with another Graduate Student. During Orientation sessions (only) professional staff will reside in the apartment/suite. Meals will be provided at the OTL retreat, during the program sessions, and during some OTL training. A stipend will be given for interns to enjoy on-campus dining services.

### Institution Information

**Institutional Characteristics:** 4 Year Public, Co-ed

**Total Enrollment:** 45244

**First Year Students:** 3797

**Transfer Students:** 5063

**Students and Programs:** - Freshmen - Transfer Students - International Students - Parents/Family - Summer Orientation/Registration - Fall Orientation/Registration - Mid Year Orientation/Registration - Welcome Week -

**Institution Location:** The University of is "One of 's Top Three Research Universities" located in the thriving metropolitan area. Along with being research-focused, is a proud member of the Athletic Conference! campus is the th most diverse University in the nation. It's not only diverse in culture but ideas, and it is the rd largest University in the and th largest in the nation. is 10 minutes from downtown and 45 minutes from the beautiful coast beaches.

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