



The following pages are samples of job descriptions for NODA Interns. Former NODA Hosts have offered these for sharing and to generate ideas. Please consider providing your final format so we can continue to add to the Resource Center for hosts.

These materials are intended only for the use of NODA Hosts—please do NOT share with potential candidates. We have tried to ensure all names have been removed, but have not removed institution names. Please alert us if you come across a name of an individual.

Thank you! Good luck in your process and thank you for hosting a NODA Intern!

SOAR Intern

General Information

Dates of Internship: 05/11/2015 - 07/24/2015

Dates Flexible: Somewhat Flexible

Positions Available: 1

Other Interns Working with this Position: 0

Region: 6

Position Information

Position Requirements: Current grad student or post masters only

Job Description: Work as a member of the professional staff team by sharing responsibility for the supervision of twenty four student orientation leaders. Assist in the final preparation and implementation of orientation leader training. Assist in preparation and coordination of nine two-day freshman/parent orientation sessions and two one-day transfer sessions. Plan and implement mid-summer workshop for orientation leaders. Assume a leadership role with the Parent program during two-day orientation sessions. Work closely with SOAR Leader committees to execute skits, social media campaigns, and/or spirit/morale events. Coordinate a small orientation session for students part of a learning support program. Work closely with professional staff to determine other areas of interest. The selected candidate will be asked to attend SROW (Southern Regional Orientation Workshop) on March 27-29 at Murray State University. Georgia Southern will cover the cost of attendance and travel.

Qualifications and Experience: Experience with Orientation, flexibility, creativity, willingness to learn, team-oriented, and a positive attitude! Applicants should have a sincere desire to work with current student leaders and new students and families. Energy and enthusiasm is a must! Ability to work in a fast-paced environment that requires multi-tasking, good decision making skills, flexibility, and a good sense of humor. Computer skills required (Microsoft Word, Excel, PowerPoint, etc.). Good writing skills and the ability to speak to large groups of people also a must. Be prepared to think critically, be inquisitive, and ask questions.

Benefits

Remuneration: \$2900.00 per Summer

Meals Provided: Program Only

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

Housing

Housing provided: Yes

Accommodates a Spouse/Partner: Yes

Accommodates Children: Yes

Room and Board Details: Full apartment in a residence hall that includes private bedrooms and a full kitchen and laundry. Laundry machines free of charge. Hall also has game room, computer lab, sand volleyball, and picnic areas.

Institution Information

Institutional Characteristics: 4 Year Public, Co-ed

Total Enrollment: 20500

First Year Students: 4,750

Transfer Students: 1,000

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

Institution Location: Georgia Southern University is a large university located in Statesboro, GA, which is in southeast Georgia. Statesboro, a city of 34,000, is one hour from Historical Savannah, one and half hours from the beach, three hours from Jacksonville, FL, and three hours from Atlanta. Georgia Southern University is Georgia's large-scale, small-fee research university. A residential campus, Georgia Southern is one of the top universities of choice in Georgia for new freshmen; it is rich in diversity with 49 states and 100 nations represented in the student body. The University's hallmark is a superior undergraduate experience emphasizing academic distinction, excellent teaching, and student success.

Contact Information

Contact Name: Logan Franks

Contact Title: Assistant Director, Orientation & Parent Programs

Phone Number: (912)-478-7888

Email Address: lfranks@georgiasouthern.edu

Website: admissions.georgiasouthern.edu/orientation

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

2015 NODA Intern

Eagle View Orientation

REMUNERATION

- \$5,624 stipend
- Employment is full-time in the summer, beginning May 11, 2015 and ending July 31, 2015
- Housing provided on campus during the period of employment, if needed
- Meals provided during all two-day programs
- Quality experience as a para-professional/intern

REPORTING LINES

This position reports directly to the Program Coordinator, Office of New Student Programs

RESPONSIBILITIES

- Assist with planning and facilitation of Summer Orientation Leader/Orientation Team Leader staff training
- Work all 2-day EVO programs as a Central Staff member, as well as 50% of transfer programs
- Assist in supervision of Orientation Leaders during 2-day EVO programs
- Facilitate a meeting with live-in student staff and Housing staff: expectations, duties, procedures, etc.
- Create residence hall duties sheet for 2-day EVO programs: evening activities, rounds, etc.
- Facilitate rounds process during 2-day programs
- Be present for, handle, and report all residence hall incidents to the appropriate staff members
- Be on duty during 2-day programs to assess individuals who enter Palmetto Hall after 11:00 p.m.
- Serve as liaison with residence hall staff; assist with room assignment, key distribution/return, luggage storage/return, etc.
- Serve as liaison with other campus departments regarding various portions of EVO Late Night programming
- Check in with Palmetto desk staff at regular intervals
- Collaborate with other New Student Programs intern to provide support and ideas with any duties not specifically assigned
- Assist in providing a welcoming experience for students and their families
- Evaluate Eagle View Orientation Leaders, as well as programs and activities
- Assist First Year Advising (FYA) and college advisors in serving the needs of students who are a part of one or more "special populations": Honors, NCAA Athletics, Bower School of Music, Remedial, DE/EA, CHS, etc.
- Coordinate the logistics of transitioning students to and from Eagle View Orientation for specialized advising appointments and meetings
- Assist FYA by serving as a liaison to the academic colleges/schools to assist in the process of advising/registration during 2-day EVO programs
- Assist with logistical coordination of Eagle View Orientation registration
- Manage New Student Programs Facebook page, Twitter, and other social media as needed

REQUIREMENTS

- Current graduate student
- Excellent communication and interpersonal skills
- Ability to work independently and collaboratively
- Positive attitude
- Willingness to learn
- Experience in training and staff supervision would be preferred

EXPECTATIONS

- Effectively maintain professional boundaries with student staff
- Serve as a role model for new staff and incoming students
- Communicate effectively with a wide range of people

- Assist students and family members in a variety of ways with patience, concern, and openness
- Observe all University, Eagle View Orientation, New Student Programs, and Housing & Residence Life policies
- Attend all training activities, demonstrating attentiveness and an eagerness to learn
- Be a positive member of the Eagle View Orientation Team throughout the spring and summer
- Stay committed to the program and your position
- Perform all responsibilities in a punctual, reliable, and conscientious manner
- Exercise mature judgment, good humor, flexibility, and patience

SKILL DEVELOPMENT

- Communication skills
- Supervision skills
- Conflict management skills
- Leadership and facilitation skills
- Planning and organizational skills
- Time and Stress management skills
- Relationship Development skills

I understand and accept the expectations and responsibilities of the Residence Hall/Evening Activities Intern. I understand that if I choose to not comply with these expectations and responsibilities, I will face whatever disciplinary action is decided upon by New Student Programs, which could result in my termination from the position.

Signature

Date

SOAR Intern

General Information

Dates of Internship: 05/11/2015 - 07/24/2015

Dates Flexible: Somewhat Flexible

Positions Available: 1

Other Interns Working with this Position: 0

Region: 6

Position Information

Position Requirements: Current grad student or post masters only

Job Description: Work as a member of the professional staff team by sharing responsibility for the supervision of twenty four student orientation leaders. Assist in the final preparation and implementation of orientation leader training. Assist in preparation and coordination of nine two-day freshman/parent orientation sessions and two one-day transfer sessions. Plan and implement mid-summer workshop for orientation leaders. Assume a leadership role with the Parent program during two-day orientation sessions. Work closely with SOAR Leader committees to execute skits, social media campaigns, and/or spirit/morale events. Coordinate a small orientation session for students part of a learning support program. Work closely with professional staff to determine other areas of interest. The selected candidate will be asked to attend SROW (Southern Regional Orientation Workshop) on March 27-29 at Murray State University. Georgia Southern will cover the cost of attendance and travel.

Qualifications and Experience: Experience with Orientation, flexibility, creativity, willingness to learn, team-oriented, and a positive attitude! Applicants should have a sincere desire to work with current student leaders and new students and families. Energy and enthusiasm is a must! Ability to work in a fast-paced environment that requires multi-tasking, good decision making skills, flexibility, and a good sense of humor. Computer skills required (Microsoft Word, Excel, PowerPoint, etc.). Good writing skills and the ability to speak to large groups of people also a must. Be prepared to think critically, be inquisitive, and ask questions.

Benefits

Remuneration: \$2900.00 per Summer

Meals Provided: Program Only

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

Housing

Housing provided: Yes

Accommodates a Spouse/Partner: Yes

Accommodates Children: Yes

Room and Board Details: Full apartment in a residence hall that includes private bedrooms and a full kitchen and laundry. Laundry machines free of charge. Hall also has game room, computer lab, sand volleyball, and picnic areas.

Institution Information

Institutional Characteristics: 4 Year Public, Co-ed

Total Enrollment: 20500

First Year Students: 4,750

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

Institution Location: Georgia Southern University is a large university located in Statesboro, GA, which is in southeast Georgia. Statesboro, a city of 34,000, is one hour from Historical Savannah, one and half hours from the beach, three hours from Jacksonville, FL, and three hours from Atlanta. Georgia Southern University is Georgia's large-scale, small-fee research university. A residential campus, Georgia Southern is one of the top universities of choice in Georgia for new freshmen; it is rich in diversity with 49 states and 100 nations represented in the student body. The University's hallmark is a superior undergraduate experience emphasizing academic distinction, excellent teaching, and student success.

Contact Information

Contact Name: Logan Franks

Contact Title: Assistant Director, Orientation & Parent Programs

Phone Number: (912)-478-7888

Email Address: lfranks@georgiasouthern.edu

Website: admissions.georgiasouthern.edu/orientation

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

First Year Experience Programs Summer Intern

First Year Experience Programs develops and facilitates an exemplary program of New Student Orientation and year-long transitional programs. New students (including first year, international, athletes, transfer, veterans, and non-traditional) are provided a holistic introduction to the university, connections to students with faculty, staff, and current students and support to their development and success during their first year.

The First Year Experience Programs Summer Intern will be responsible for assisting the Manager of First Year Experience Programs with the management and implementation of **GUIDE Maps**, Gonzaga University's First Six Weeks Program and New Student Orientation. They will work with the five-person student leader team, GUIDE Core, to provide theory and best practice research in the development of **GUIDE Maps**.

Working Title: First Year Experience Programs Summer Intern

Immediate Supervisor: Manager, First Year Experience Programs (Department Head)

Department: First Year Experience Programs, Division of Student Development

Description: Summer full-time graduate internship

General Responsibilities:

- Conduct benchmarking research on pre-orientation programs at competitor schools.
- Collect information and best practices on on-going programs for first-year students, not including seminars or 101-type courses.
- Assist with the six-week programming model called **GUIDE Maps** that is the result of collaboration between New Student Programs, Student Involvement and Leadership, Center for Cura Personalis, Unity Multicultural Equity Center, Foley Library, Student Employment, Career Center, University Ministry, Parent and Family Programs, Division of Academic Affairs, etc.
- Find and summarize for practical application existing research on the First-Year Experience at peer institutions.
- Provide input and feedback on New Student Orientation issues
- Write correspondence regarding programming
- Attend weekly supervisor and GUIDE Core team meetings
- Create programming inclusive of our diverse student population (transfer, veterans, returning adults, international students, etc.)
- Assist in office staffing by answering phones, greeting guests and supervising the office when professional staff are not available
- Complete administrative tasks related to New Student Orientation Programs and First Year Experience Programs such as filing and evaluations.
- Facilitate appropriate communication with various campus offices, departments, schools and/or colleges.
- Learn how about the Gonzaga University Mission, community and Gonzaga ignite student's passions through a Jesuit, Catholic tradition
- Complete a transition notebook and files prior to the end of the internship
- Assume additional responsibilities related to Orientation Weekend and **GUIDE Maps** as assigned by the Manager of First Year Experience Programs.

Qualifications:

- Must be in a masters program studying College Student Personnel, Student Development, Counseling or similar.
- Self--motivated individual with excellent written, verbal, and organizational skills
- Demonstrate excellent time management skills and the ability to multi--task
- Ability to effectively supervise multiple projects and personnel involved in these projects in accordance with Orientation Weekend, First Year Experience Programs and Gonzaga University objectives, policies, and procedures.
- Ability to plan, organize, prioritize, and implement student programs.
- Ability to establish and maintain harmonious relationships with staff, faculty, and students.
- Be under no administrative, behavioral or conduct sanctions
- Must serve as a role model to other students, upholding Gonzaga University's *Standards of Conduct* and other stated policies during their entire term of employment.
- Be available and able to work during the Summer semester

Remuneration:

- Summer intern will be remunerated in the amount of \$2800 net income for ten weeks of employment from June 1, 2015 to August 7, 2015 (dates are flexible). Staff will be paid upon complete receipt of all payroll documentation and time worked. Failure to submit payroll documentation in a timely manner may delay receipt of one's paycheck.
- Summer intern will receive housing consisting of an on--campus, furnished apartment.
- Summer interns will only receive meals during student training and will not have a supplemental meal plan.

Orientation Intern

General Information

Dates of Internship: 06/02/2014 - 08/15/2014

Dates Flexible: Somewhat Flexible

Positions Available: 1

Other Interns Working with this Position: 0

Region: 6

Position Information

Position Requirements: Current grad student or post masters only

Job Description: The intern will be expected to work 32 hours per week, and will be off on Fridays. Recreation facility access will be granted to the intern. The Summer Orientation Intern will be supervised by the Assistant Director of Student Activities. Over the course of the internship, the intern will implement and coordinate various aspects of the orientation program. Bellarmine Orientation serves approximately 675 new students with 96 student leaders (CREW) who are supervised by 8 students on the Leadership Team. Bellarmine University Orientation takes place in August, after new student move in day. For this reason, this internship position will work primarily with student leaders who spend the summer coordinating, and preparing for CREW training and orientation events. The intern will work closely with 8 students known as the Leadership Team to retain, cultivate, and train CREW members. The intern will be responsible for the following: 1. Advising 2 Leadership Team members, responsible for CREW training and all design and social media elements. 2. Attending weekly Leadership Team meetings. 3. Planning and implementing professional development activities for each weekly Leadership Team meeting. 4. Developing and executing a summer retention plan for all CREW members. 5. Creating methods of assessment for CREW August training sessions. 6. Producing the Orientation publication, titled Knight LIFE Guidebook. 7. Communication with university administrators to develop individual assessment plans for each orientation presentation. The intern will have the chance to explore other opportunities of interest at the university. These could include but are not limited to leadership programming, parent and family programs, student activities and more.

Qualifications and Experience: Bachelors degree required. Masters in progress in field related to higher education. Skills in program planning, assessment, and advising are preferred.

Benefits

Remuneration: \$3000.00 per Summer

Meals Provided: Partial

Other Benefits Offered: - Parking - Computer Access - Recreation Center Use - 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 NODA Intern will be provided with a two bedroom, one bath, air-conditioned, fully furnished apartment in on-campus housing. Meals will be provided for a portion of the summer.

Institution Information

Institutional Characteristics: 4 Year Private, Co-ed

Total Enrollment: 3500

First Year Students: 675

Transfer Students: 30

Students and Programs: - Freshmen - International Students - Fall Orientation/Registration - Service Learning/Community Service - Common Reading Programs/Seminars/First Year Experience Courses - Welcome Week -

Institution Location: Bellarmine University is a small, private Catholic institution located in Louisville, Kentucky. With an estimated enrollment of 3,500, the campus is primarily residential and is located in the Highlands neighborhood, home of vibrant restaurants, parks, shops, and entertainment.

Contact Information

Contact Name: Sarah Fromm

Contact Title: Director of Student Activities

Phone Number: (502)-272-8433

Email Address: sfromm@bellarmine.edu

Website: www.bellarmino.edu

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

James Madison University – Orientation Office

Position Description ♦♦ NODA Intern

Title of Position:	Summer Springboard Orientation Intern
Office:	Orientation
Contact:	Matt Skirven Asst. Director 540---568---8044 www.jmu.edu/orientation
Dates of Employment:	May 18 – July 24, 2015 (somewhat flexible end date)
Average number of hours:	Approximately 40 hours per week
Stipend:	\$3,000.00
Housing:	Provided – campus residence hall – see details
Meals:	Provided during training and programming valued at approx. \$600

Orientation Mission:

Orientation engages students in the JMU learning experience by preparing them to be active and authentic members of the university community.

Summary of Summer Springboard Orientation:

Summer Springboard is a one---day orientation program for incoming transfer students (4 sessions) and first---year students (12 sessions) allowing students the opportunity to connect with the university both socially and academically. The dates for Summer 2014 are:

Transfer Summer Springboard: June 1, 2, 3, & 4

First---year Summer Springboard: June 25, 29, 30, July 1, 2, 6, 7, 8, 9, 13, 14, 15, 16

Summary of 1787 August Orientation:

1787 August Orientation is a six---day orientation program for all incoming first---year and transfer students focusing on the curricular and co---curricular experiences at JMU.

Learning Outcomes:

Transfer Summer Springboard

Objective 1: (*Academic Requirements Knowledge*) Upon completion of TSS, students will demonstrate both confidence and ability to correctly identify academic requirements for major, degree, and graduation completion at JMU.

Objective 2: (*Resource Knowledge*) As a result of attending TSS, students will demonstrate an increase in knowledge of JMU resources by correctly matching resources and how they address student needs.

Objective 3: (*Social Acclimation and Community Building*) As a result of attending TSS, students will indicate a significant increase in their cohesion to the JMU community.

First---year Summer Springboard

Goal 1: Increased Academic Confidence and Knowledge

Objective 1: As a result of FSS, Students will indicate increased confidence and knowledge in making course selections.

Objective 2: After participating in FSS, first---year students will feel comfortable interacting with their freshman advisor.

Objective 3: As a result of FSS, students will demonstrate increased knowledge about the General Education program.

Goal 2: Increased Social Acclimation

Objective 1: As a result of FSS, students will indicate a significant increase in their cohesion to the JMU community.

Objective 2: As a result of FSS, students will be more knowledgeable of the JMU expectations of appropriate social behaviors as a member of the JMU community.

1787 Learning Outcomes:

Objective 1: (*Academic Preparedness*) As a result of attending 1787 August Orientation, students will be able to describe differences between high school and college academic responsibilities.

Objective 2: (*Sense of Belonging*) As a result of attending 1787 August Orientation, students will indicate a significant increase in their mattering to JMU community.

Objective 3: (*Awareness of Diversity*) As a result of attending 1787 August Orientation, students will be able to identify various facets of diversity.

Staffing for Summer Springboard Orientation:

We hire approximately 10---12 Assisting New Transfer Students (ANTs) and 30 Orientation Peer Advisers (OPAs) at the end of January. These students enroll in HRD 100, an 8---week training/leadership course that we teach in the second half of the spring semester.

For Transfer Summer Springboard, we employ the ANTs and additional OPAs to form the Transfer Team, a group of 20 students. These students complete six days of training prior to the program. The whole Transfer Team lives on campus and receives meals during all training and programs.

For First Year Summer Springboard, all 30 OPAs staff the program. These students complete ten days of training prior to the program. The OPAs are only housed for the final two days of their training and all of the FSS sessions. They receive lunch during all training days until they move on campus, and then receive all meals during remaining training and programs.

Staffing for 1787 August Orientation:

In collaboration with Residence Assistants in the Office of Residence Life, approximately 300 volunteer First Year Orientation Guides (FROGs) are selected and trained to directly interact with our first year student populations. FROGs serve as guides throughout the week, role models, and a support system for our incoming first---year students by assisting in their transition to the academic and social expectations at JMU. Orientation Peer Advisers (OPAs) supervise FROGs throughout this portion of our orientation programs.

Job Description:

Staff training, development, and co---supervision:

- Collaborate with the Coordinator of Student Staff to develop and deliver a series of comprehensive trainings based on learning outcomes for 10---12 Assisting New Transfer Students (ANTs) and 30 Orientation Peer Advisers (OPAs), and 300 First year Orientation Guides (FROGs). Includes creating training schedules, facilitation guides, visual aids, handouts, etc.
 - Training topics include, but are not limited to: transition needs, Summer Springboard program and events, roles based on positions, leadership and diversity, teamwork, staff placements and schedules, university resources, small and large group facilitation, customer service, decision making, emergency procedures, etc.
 - Springboard Training Dates: The Transfer Team (combination of ANTs and Transfer OPAs) will have a six---day training from May 26---May 31; OPAs will have a 10---day training from June 15---June 24.
 - 1787 Training Dates: OPAs will have a four---day training August 12---16; FROGs will have a 2.5---day training August 16---18 prior to the beginning of 1787 August Orientation.
 - Integrate student development theories into training when possible.
- Develop student staff placement schedules for both Summer Springboard and 1787 August Orientation, which change to varying degree each program day.
- Assist with refining system to coordinate students in small groups and assign groups to student staff for peer---led sessions for both Summer Springboard and 1787 August Orientation.
- Collaborate with the Coordinator of Student Staff to co---supervise Transfer Team during Transfer Summer Springboard training and programs and OPAs during First---year Summer Springboard. Includes managing and troubleshooting staff, student, and family needs.
- Lead effective and constructive evaluation and reflection sessions with student staff.
- Serve as support and primary point of contact for student staff in the residence hall after Summer Springboard training days and program.
- Develop a series of newsletters entitled, FROG Files, which are sent to all FROGs throughout the summer.
- Assist with managing other Summer Springboard program components and logistics including, but not limited to: signage, the University Welcome, college meetings, student or family lunch, student survey and assessment, ID card pickup, etc.

Required Qualifications:

Applicants should be

- Be enrolled in a graduate program for Student Affairs/Higher Education Administration or related field of study and should have completed at least one semester of coursework.
- Be familiar with student development theories and practices. Have an interest in Orientation as a functional area within student affairs and possess a commitment to personal/professional development.
- Be proficient in Microsoft Excel, PowerPoint, and Word.
- Have strong written and oral communication and editing skills.
- Have experience and/or interest in programming, planning special events, peer education, and/or working with special student populations and work autonomously on projects.
- Have excellent problem---solving and interpersonal skills as well as being flexible in meeting institutional and program needs.
- Be prepared to work non---traditional hours during orientation sessions.
- Be comfortable working independently for much of the day to manage various pieces of Summer Springboard sessions and additional tasks.

The NODA Intern for First Year Experience & International Student Services will be an integral part of the First Year Experience/Persistence & Retention staff, playing a major role in the design, execution, & assessment of several programs, including, but not limited to, the following:

- Tiger STRIPES: Freshman & Transfer Orientation & Pre-Enrollment Days (May & June) – direct supervision of Orientation Student Coordinators for Student & Family Programs (2), indirect supervision of New Student & Family Orientation Leaders (40), execution of programs (one-day programs for first-year students and half-day programs for transfer students), conduct assessment of programs & make recommendations for future changes
- First Year Outdoor Orientation Trip (early July) – direct supervision of Student Coordinator, indirect supervision of Student Leaders, execution of program, conduct assessment & make recommendations for future changes
- Golden Beginnings Extended Orientation Camp (late July) – direct supervision of Student Coordinators (2), indirect supervision of Student Guides, execution of program
- International Student Orientation, Transition & Retention Initiatives (duration of summer) – design components under the supervision of the Assistant Director of International Student Services
- UNIV 101 Freshman Seminar (duration of summer) - design & execution of instructor development tools
- Summer Send-off Events (late June through July) – attend geographic send-off events throughout the state with First Year Experience staff
- Summer Transition Initiatives (mid-June through July) – implement a variety of web-based technological transition programs to connect students via topics of interest (fraternity/sorority life, move-in, etc.) or characteristics (out-of-state students, first-generation students, rural students, etc.)
- Tiger Impact Welcome Coordinator & Leader training (duration of summer) – design August training & develop student leader learning outcomes for 8 Fall Welcome Coordinators & 100 Welcome Leaders
- First Year Living & Learning Communities (duration of summer) – assist with administrative processes for placement, communication, and advising of 350 first year living & learning community students
- Pre-Orientation Experiences (duration of summer) – write curriculum for new pre-fall orientation experiences focused on multicultural students and civic engagement

The intern will interact heavily throughout the summer with new students, their parents/families, key campus collaborative partners, & the Division of Student Affairs.

The intern will focus on the key priorities articulated through the Division of Student Affairs:

- **A Commitment to Student Success:** The intern will provide a fresh perspective analyzing the data about our FHSU students, patterns of matriculation, & common trends. A capstone project for the intern will be to analyze the effective student success (FYE/Persistence & Retention) programs offered (and those not offered). This presentation will be made to staff at the conclusion of the internship. In addition, the intern will directly contribute to each of the interventions & programs that are ultimately tied to student success, persistence & retention.

- **A Commitment to Assessment & Accountability:** The intern will be charged with directly digging into the assessment data of several long-standing orientation & pre-enrollment programs as well as new programs. They will work closely with staff to determine the best re-design of programs to most effectively reach the programs' learning outcomes & lead to increased retention numbers.
- **A Commitment to Global Understanding & Engagement:** The intern will work closely with the International Student Services staff in the infusing new ideas into the International Student Orientation, Transition & Retention programs to most effectively serve the needs of that student population.

The NODA Summer Intern will complete a pre-internship experience assessment tool to identify their skills & experiences prior to the internship experience, as well as a post-internship experience assessment to identify those skills developed & enhanced during their time at FHSU.

In addition, the NODA Summer Intern will complete a capstone project during their two months in which they will have analyzed assessment data from existing programs, conducting a best practices benchmark study, & identifying common trends regarding institutional persistence & retention data initiatives. They will formulate a proposal to enhance an existing or develop a new student success/persistence & retention intervention to contribute to the Division.

Graduate Intern

General Information

Dates of Internship: 05/25/2015 - 07/31/2015

Dates Flexible: Not Flexible

Positions Available: 2

Other Interns Working with this Position: 0

Region: 2

Position Information

Position Requirements: Current grad student or post masters only

Job Description: The NODA Intern will work as part of the SJSU Transition and Success Team to implement pieces of a 2-day, mandatory, freshman orientation program. This staff member will (a) oversee Small Group Meetings and University Life 101 (skits); (b) actively participate in customer service, (c) assist with the supervision of over 40 Orientation Leaders and 9 Core Staff; (d) assist with planning and facilitating staff training and meetings, including final training; (e) act as on-call staff on a rotational basis; and (f) initiate a benchmarking study and research around transition and success programs for Fall Welcome Day Kick-Off (pre and post testing). As a part of the office of Student Involvement, this staff member will also have the opportunity to learn about other functional areas (Student Engagement- Student Organizations, Fraternity and Sorority Life and Student Success- Leadership).

Qualifications and Experience: We are looking for a NODA Intern who is positive, fun, caring and knowledgeable of program planning. Who is interested in understanding more about Frosh Orientation, Parent Programs, and the components of planning large two day events in a fast paced, changing, environment. Our successful candidate will possess excellent communication skills, openness to a diverse student population, and solid understanding of student development and leadership practices/theories in order to contribute and support our Student Leadership program. Must be a current graduate student studying Student Affairs. This position will need to adapt quickly, be open to working in a diverse environment and be comfortable with event planning. Candidates must be available to work one week prior to final training, attend final training, all 8 Frosh Orientation sessions, and Banquet. We will host 2 NODA Interns which will give you the opportunity to explore the area and process the experience with.

Benefits

Remuneration: \$16.50 Hourly

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: Interns will be housed in an individual room. This building has community bathrooms and community kitchen. Floors are based on gender per wing.

Institution Information

Institutional Characteristics: 4 Year Public, Co-ed

Total Enrollment: 35000

First Year Students: 4000

Transfer Students: 4000

Students and Programs: - Freshmen - International Students - Parents/Family - Summer Orientation/Registration - Fall Orientation/Registration - Service Learning/Community Service - Common Reading Programs/Seminars/First Year Experience Courses - Welcome Week -

Institution Location: Located in downtown San Jose and the heart of Silicon Valley, SJSU prides itself on over 150 years of service to the state of California. San Jose is the largest city in the Bay Area, only 45 miles from San Francisco, 45 miles from the ocean, and 4 hours from Lake Tahoe. Come experience the culture, diversity, innovation and beauty of Northern California.

Contact Information

Contact Name: Mariaelena Marcano

Contact Title: Assistant Director for Transition and Success

Phone Number: (408)-924-5962

Email Address: mariaelena.marcano@sjsu.edu

Website: www.sjsu.edu

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

Orientation and Bridge Programming Intern

General Information

Dates of Internship: 05/18/2015 - 08/23/2015

Dates Flexible: Somewhat Flexible

Positions Available: 1

Other Interns Working with this Position: 0

Region: 2

Position Information

Position Requirements: Current grad student or post masters only

Job Description: The NODA intern will be a member of the Orientation professional staff and will assist with the coordination and implementation of 4 half-day summer academic registration days for new students and families, assist with our summer bridge program for approximately 40 new students, a 3-day fall orientation for approximately 425 freshmen/125 transfers (August 21-23), and help launch transition programs (FYE, SYE). Major responsibilities include: Effectively communicate with new students, families, and other constituents across multiple platforms; assist in the development of orientation materials, student check in and welcome week activities; interface with a cross-section of staff such as Admissions, Financial Aid, Residence Life & Housing, the Office of Student Engagement, and the Registrar; assist with the facilitation of training for orientation leaders; organize campus activities for the Summer Bridge students (welcome event, ropes course, etc.) and also work to provide students with small group and academic support; help manage and allocate funding for programming; schedule and attend planning meetings with key stakeholders as needed; reserve space and facilities for orientation & Bridge sessions; other duties as assigned.

Qualifications and Experience:

Benefits

Remuneration: \$9.00 Hourly

Meals Provided: No

Other Benefits Offered: - Parking -

Housing

Housing provided: Yes

Accommodates a Spouse/Partner: No

Accommodates Children: No

Room and Board Details: Summer housing includes a single room with private bath in a university residence hall.

Institution Information

Institutional Characteristics: 4 Year Private, Co-ed

Total Enrollment: 2200

First Year Students: 425

Transfer Students: 125

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

Institution Location: Located in sunny Southern California just 7 minutes from the beach. Liberal Arts, private Christian school who prides itself on the close-knit community it fosters. Collaboration across campus is common and encouraged.

Contact Information

Contact Name: Shelley Youd

Contact Title: Coordinator of Orientation and Transitions

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

2015 OUTSTANDING THEME AWARD NOMINATION

SOUTH DAKOTA STATE UNIVERSITY

KEEP ON DREAMING

SDSU New Student Orientation adopted the theme, “Keep on Dreaming” this summer. The theme emerged after orientation leaders were introduced to the concept of appreciative advising – the advising model employed by SDSU’s first-year advising center. One of the six phases of this model is *dreaming*. OLS easily subscribed to the importance of dreaming and immediately began brainstorming ideas of how we could use dreaming at Orientation. We decided it was pertinent to introduce the idea of dreaming to our new student before they started classes in the fall.

This was the first year NSO actively engaged in the use of theme during summer programs. There were several ways in which this theme was incorporated into Orientation.

- OLS on the NSO marketing committee worked with campus designers and printers to create “dream boards” to display in high-traffic areas of the Student Union, the building where NSO predominantly takes place. The first set of dream boards highlighted our OL team, including a photo of each doing something they love, their name and their dream for the future. They also created dream boards for both students and parents. The student dream board was left blank allowing students to write their dreams on sticky notes and hang them up on the board. Similarly, the parent/family dream board was left blank and displayed at the evening family social – family members were invited to write their dreams for their students on a sticky note and hang them on the board.
- Orientation Leaders wore buttons on their fanny packs that read, “Ask Me about My Dream” to carry the theme throughout NSO and to encourage conversation with orientation participants. They were also equipped with pens and pads of sticky notes, which students could use to write dreams.
- Orientation leaders meet with a small group of 10–25 students in like majors twice on the first day of our two-day orientation program. During the first session, OLS introduce the idea of dreaming big (really big – both within and beyond the scope of the college experience) to new students. They each came up with their own “dreaming” activity and encouraged students to complete the dreaming worksheet that was included in the NSO guide given to every student. At the second session, OLS would revisit the idea and collect sticky notes with dreams.

While only in its inaugural year at NSO, other campus entities, including Admissions noticed our dreaming theme and approached us with questions on how they might incorporate it within the scope of their department. Overall, the idea of and activities surrounding dreaming were well-received among our incoming class and their families. When people get told to dream – without parameters – really cool things happen.