Students in Transition
Spring 2015 A & R Internship Job Description
Completed Applications are due on Friday, November 15, 2014

As the A&R Intern, you will work as a team member with Students in Transition (SIT) staff members on the Advisement & Registration program. You will assist with planning, implementation, and evaluation of the Advisement & Registration Program for new UMD students and their families. You will also have the opportunity to work with other SIT programs to further your academic and career goals and to support the needs of the SIT office.

The SIT office is committed to the belief that a new student’s growth and academic experience are enhanced when special attention and support are provided, ultimately leading to improved student success and persistence to graduation. With this in mind, the mission of SIT is to work collaboratively with students and families to develop the connections, tools, resources to foster engaged learning and participation in a diverse world.

This internship begins in Spring semester and carries through to the A&R dates in summer which are June 2-3, 8-10, 15-19, 22-26; July 8-9; August 10-12; with overflow dates on July 13-17 if needed. There is one A & R position available. The workload starts with a few hours a week and builds to full time during A&R.

Position Descriptions

The following are the preliminary intern job descriptions; changes will be made once the team has been selected and we stabilize what A&R will look like for 2015.

Intern

- Set up and take down duties on day of A&R-- Bring all items from SIT Office or storage for use during A&R
- Update materials, collect/scan materials, and organize all parent bags, student folders, confirm packets, invitations—including Symplicity documents
- Assist SIT staff in designing short movies or other content for Moodle Module
- Order t-shirts and other supplies for advisor needs including manuals (update as needed)
- Work with SIT staff on recruitment and selection of student advisors
- Attend A&R weekly meetings with Collegiate Units
- Work with SIT staff to organize and plan training for advising staff
- Work with the front desk to send out invitations on a weekly basis
- Learn and master Symplicity software
- Working with SIT staff to update website with pertinent information
- Schedule interviews and maintain database of student staff; schedule and maintain accurate records of attendance for student staff; keep close track of payroll
- Maintain and update the student advisor list serve
- Schedule advisors for A&R dates and shifts
- Organize the program evaluation process ensuring the results get statistical analysis
- Other duties as assigned

**Required Qualifications**
- Be a UMD degree-seeking undergraduate student registered for at least 12 credits during Spring 2015 and will be registered for at least 12 credits in the Fall 2014 semester; you do not need to be taking class in the summer session.
- Have a cumulative UMD GPA OF 2.5
- Have attended UMD for a minimum of 4 semesters as a full time student
- Be available for 20 hours/week during the Spring 2015 semester and 8 hours/day during the actual Advisement & Registration program
- Must be available for all of the official program dates and the full length of the internship—no exceptions
- Familiarity and experience with Advisement & Registration Program required; as well as, familiarity with Bulldog Welcome Week or SSP 1000: UMD Seminar (as a TA.)

**Preferred Qualifications & Expectations**
- Have the ability to effectively communicate with others.
- Willingness to learn how to have difficult supervisory conversations.
- Ability to work independently with resulting completed projects.
- Be hard working, enthusiastic, and sensitive to students facing many new experiences.
- Ability to solve problems.
- Be willing to learn about SIT programs, publications, and outreach efforts.
- Being bold and friendly.
- Ability to manage details.
- Ability to piece together schedules with any pieces of separate data.
- Ability to work under direction.
- Ability to edit and proofread.
- Preference will be given to students considering a career in higher education/student affairs.

**Compensation**
- The intern will be paid $8.00/hour for their work.
- You may choose to take this internship for credit with the approval of your academic department; 10-15 hours per week is typically a 3-4 credit internship.
- Valuable work experience for future employment, especially for students seeking a career in higher education/student affairs.