Office for Students in Transition

2015 Bulldog Welcome Week Internship Job Description

Completed applications due November 18th at noon.

As an Intern with Bulldog Welcome Week, you will work as a team member with Students in Transition (SIT) staff members on Bulldog Welcome Week and with other SIT programs during Summer 2015. You will assist with planning, implementation, and evaluation of several portions of the Bulldog Welcome Week program required for all incoming UMD student. 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 Office for Students in Transition works collaboratively with students, faculty, staff, and families to provide new students and those in transition with personal connections, knowledge, and resources that will foster lifelong learning and participation in a diverse community.

Intern Job Duties

♦ Assist the Program Coordinator and other SIT professional staff with the planning and implementation of Bulldog Welcome Week.
♦ Function as a lead student worker on multiple components of Bulldog Welcome Week. Components include facilities, student staffing, evening events, workshops, sponsorships, contracts/entertainment, Duluth Rocks! trips, communications and publications, food and dining, orientation of small groups, and other programmatic events. Lead worker duties include planning, coordination, and supervision of designed components. Interns will be assigned components in consultation with the Program Coordinator.
♦ Assist with recruitment, selection, and training of RockStars (student leaders).
♦ Assist with communication between faculty/staff.
♦ Assist in the evaluation of program outcomes and student experience and work with SIT staff to suggest appropriate changes to the programs.
♦ Work as a student attendant at the front desk of SIT, this will include answering phones and assisting walk-in customers.
♦ Other duties as assigned in support of SIT programs/services such as Advisement & Registration.

Cont’d on page 2
Sample Projects for Interns

- Work with Catering & Dining Center staff to coordinate meals
- Develop schedule of eating times
- Manage Bulldog Welcome Week website
- Recruit presenters, confirm workshops, maintain database of workshops
- Review titles & descriptions for workshops, update database
- Troubleshoot workshop sign up issues
- Track & write thank yous to workshop presenters
- Order & coordinate check-in materials and process
- Run check-in
- Manage Twitter account over the summer
- Manage Twitter account during BWW
- Work with OCD, Disability Resources, and ISS for student needs in advance and during BWW
- Manage RockStar database
- Compile, update, and manage RockStar schedules
- Print master schedule for each RS and TL
- Provide Team Leads with event-specific RockStar attendance sheets
- Write and track emails to RockStars
- Order & coordinate bags, t-shirts, and manual printing
- Assign RockStars to colors
- Execute riders for entertainers and ensure contracts complete
- Handle entertainment payment and hotel accommodations
- Lead efforts with Sustainability
- White shirt recruitment and management
- Sponsorship recruitment
- Redesign and verify RockGroup curriculum and RS manual
- Assign Rockies to RockGroups
- Plan, organize, and lead Chancellor’s Welcome
- Work with ITSS on BWW database
- Manage RockGroups and changes
- Organize space assignments for RockGroups, workshops, and events
- Work with Kirby for event setups
- Supervise Duluth Rocks on day of and ensure accuracy of poster
- Develop bus plans for Duluth Rocks
- Recruit, organize, and confirm Duluth Rocks options
- Plan optional entertainment events
- Track and write campus thank yous
- Maintaining the training Moodle
- Write and track emails to new students

Required Qualifications

- **Previous RockStar experience with Bulldog Welcome Week is required.**
- Be available to work occasional hours during Spring Semester including TeamLead interviews & RockStar interviews, RockStar spring training, and other duties as assigned.
- Be available to work 20-25 hours/week from May 19 – July 31, 2014, and 40 hours/week starting August 1, 2014, until the end of Bulldog Welcome Week.
- Be available for long days and extended hours during the Welcome Week program.
- Be available for several days in September to wrap-up the program
- Have attended UMD for a minimum of two semesters.
♦ Have a UMD grade point average of 2.5 or above.
♦ Be hard working, enthusiastic, and sensitive to students who face many new experiences.

Preferred Qualifications & Expectations

♦ Familiarity and experience with Advisement & Registration Program required; familiarity with Bulldog Welcome Week or SSP 1000: UMD Seminar (as a TA) preferred.
♦ Be willing to learn about SIT programs, publications, and outreach efforts.
♦ Willingness to learn how to have difficult supervisorial conversations.
♦ Have the ability to effectively communicate with others.
♦ Being bold and friendly.
♦ Ability to manage details.
♦ Ability to piece together schedules with any pieces of separate data.
♦ Ability to solve problems.
♦ Ability to work independently.
♦ 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

♦ Pay for work will be $9.00 per hour and begin May 19, 2014. Spring engagements (RockStar & TeamLead selection and training) are considered a portion of your leadership development.
♦ Extended hours (of up to 40 hours per week) will be required for the month prior to the start of the fall semester.
♦ You may choose to use this experience for internship 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.
♦ Continuing to develop leadership and organization skills.