Office for Students in Transition
Orientation Intern -- Job Description

Completed Applications are due on Monday, October 30, 2017 at 11:59pm.

As the Orientation (formerly referred to as Advisement & Registration) Intern, you will work as a team member with Students in Transition (SIT) staff on the Orientation program. You will assist with planning, implementing, and evaluating the 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.

SIT 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 to develop the tools and resources to foster engaged learning and participation in a diverse world.

This internship begins in spring semester and carries through to the program dates in summer. The workload starts with a few hours a week and builds to full-time during the summer.

The Intern assists the Program Coordinator with development of a successful experience for incoming students. The preliminary responsibilities and expectations of the Internship are listed below; changes will be made once the intern has been selected and we finalize what Orientation will look like for 2018. It is important to note that other responsibilities may be assigned when appropriate.

Responsibilities

1. Administrative Duties
   - Attend weekly Orientation Advising and Course Registration Committee meetings, as able
   - Work with the front desk staff to send out invitations
   - Maintain and update the student advisor Google group
   - Order t-shirts and other supplies for student advisors
   - Update, collect/scan, and organize administrative materials
   - Organize materials for incoming students, including student folders and invitations
   - Set up and take down on day of Orientation, including bringing all items from SIT Office/storage for use during the program and back once the day is over
   - Assist with day-to-day tasks

2. Student Staff Administration and Supervision
   - Assist with recruiting, hiring, and training student advisors
   - Maintain database of student advisors
   - Schedule student advisors for shifts; maintain accurate records of attendance of student advisors; monitor absences and late shifts
   - Help plan meetings with student advisors to disseminate information and build team dynamics

3. Community Development & Educational Enrichment
   - Assist the Program Coordinator in creating and presenting the SIT opening welcome presentation to all incoming students and guests
   - Facilitate conversations and interactions amongst all incoming students to help form social connections and create a sense of community
   - Develop a welcoming atmosphere and promote social interaction
   - Treat all incoming students and guests with respect, including an appreciation for individual differences

4. Technology Management
   - Learn and become proficient with VZO program management
   - Assist SIT staff in designing content for SIT Moodle Module, and keep it updated
   - Learn about assessment, how to analyze results, and implications for programmatic improvement; work with SIT staff in designing Baseline tool and how to ensure students complete survey

5. Other Duties as Assigned
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**Required Qualifications**
- Must be a UMD degree-seeking undergraduate student registered for at least 12 credits during Spring 2018 and Fall 2018 academic sessions.
- One cycle of experience with Orientation as a Student Advisor or with Bulldog Welcome Week as a RockStar or TeamLead.
- Have a cumulative GPA of 2.5.
- Energy, enthusiasm, and sensitivity for assisting students facing many new experiences.
- Demonstrated effective teamwork, communication, and conflict resolution skills.
- Ability to exhibit professional conduct at all times.

**Preferred Qualifications**
- Be available for the estimated hours for the internship throughout the Spring 2018 semester. The scheduling of these hours can be negotiated, although regular availability would be ideal.
- Be willing to learn about SIT programs, publications, and outreach efforts.
- Willingness to learn how to have difficult supervisorial conversations.
- Ability to manage details and piece together many pieces of separate data.
- Ability to work independently and under direction.
- Ability to edit and proofread.
- Willingness to role model a “bold and friendly” attitude.

**Time Commitment & Training**
- 10-20 hours per week during Spring 2018 semester.
  - Can begin position between December 11th – January 8th: whatever works best for the candidate
- 8 hours per day during the program.
- Attendance at all program dates: TBD (from the end of May and the week before Bulldog Welcome Week)
- Student Advisor Training: TBD

**Compensation**
- $10.65/hour of their work
- You may choose to take this internship for credit with the approval of your academic department; 10-15 hours/week is typically a 3-4 credit internship.
- Valuable work experience for future employment, particularly for students interested in seeking a career in higher education/student affairs

**Reports To**
- Program Coordinator (Direct Supervisor)
- Can take direction from any SIT professional staff member and collegiate advising staff
  - During Orientation sessions, many SIT professional staff work together to ensure the program is successful. It is important to note that the intern may be given specific responsibilities from the SIT Operation Systems Assistant, Transfer Student Coordinator, and/or Director, in addition to the Program Coordinator, during these sessions.

**Questions & Selection Information**
- To apply, visit [z.umn.edu/stuleader](http://z.umn.edu/stuleader) for detailed instructions
- Contact Emily Borra at 218-726-8863 and/or ekborra@d.umn.edu for more information