



The Office of New Student Programs

Graduate Intern Job Description

An exciting opportunity is available during the fall 2019 semester (August-December) for a graduate student to complete an internship in the Office of New Student Programs. Below details the responsibility, skill set, and hands-on opportunities involved in the position(s).

MAJOR RESPONSIBILITIES:

Assist with the following high-level projects:

- Welcome Week
- Family Weekend
- Orientation Leader Monthly Meet Up
- New Student Connect
- Orientation Leader Selection
- Leadership Team Selection
- Understand the NODA and CAS standards of orientation programming
- Evaluate the summer survey data to determine needs, adjustments, and improvements
- Other projects as assigned

DESIRED SKILLS:

- Accountability
- Organization
- Planning
- Communication
- Use of Technology

SKILLS THAT WILL BE DEVELOPED AND ENHANCED:

- Program planning experience
- Coordinating an interview and selection process
- Time management
- An understanding of working with student leaders and orientation programs

IMPORTANT DATES AND EVENTS:

- *Welcome Week:* August 26-30, 2019
- *New Student Connect:* August 28 & 29, 2019
- *Family Weekend:* October 4-6, 2019
- *Large Events (dates pending):* Fall Preview Days, Involvement Fair, Orientation Leader Interest Meetings, Leadership Team and Orientation Leader Interview Process, NSP Bi-Weekly Staff Meetings

Interested candidates should email a resume and cover letter to Devan Zgleszewski, Associate Director of New Student Programs, at dzgleszews@wcupa.edu by *April 26, 2019*.