

North Dakota State University: Summer 2025

New Student Programs Internship

Position Description

The New Student Programs (NSP) Intern plays a significant role in supporting, developing, and executing the transition experience for incoming NDSU students. This intern contributes to student staff training, Orientation and Visit Days, Family Programs initiatives, and Welcome Week.

The NSP Intern contributes to the student transition experience with duties including, but not limited to:

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| Departmental Projects | <ul style="list-style-type: none">● WW Team recruitment and selection● preparation and execution of student staff training● administrative tasks |
| Orientation, Tours, and Visit Days | <ul style="list-style-type: none">● day-of operations and special projects● facilitating guest and family member experience● supporting Connection Crew |
| Welcome Week (WW) | <ul style="list-style-type: none">● development, implementation, and assessment of programming |
| Training and experience in the following: | <ul style="list-style-type: none">● developing practical communication skills with diverse groups of people● mentoring peers in their connection-making abilities● collaborating with teammates to achieve a common goal● increasing project management expertise● learning and practicing hospitality skills |
| Other Compensation | <ul style="list-style-type: none">● \$16.00 hourly pay rate● Meals (light breakfast and lunch) provided on orientation days● on-campus summer housing is provided free of charge (optional benefit) |
| Internship Qualifications: | <ul style="list-style-type: none">● current undergraduate student at NDSU● enrolled as undergraduate NDSU student for the Fall of 2025● maintain a cumulative GPA of 2.5 or higher● must be in good behavioral standing with the institution |

From this point forward, you also must be in good standing with the University, which includes no conduct violations resulting in anything more than a warning.

- If you receive Conduct Probation, Supervised Conduct Probation, Suspension, or Expulsion as the result of a Code of Conduct Violation, you must complete your Sanctions and be in good standing with the University at the time that employment begins.
- If you are not in good standing with the University, your offer of employment will be rescinded

Application Process: Complete the [online application](#). After a completed application is submitted, candidates may receive an invitation for an in-person, on-campus interview

Timeline: Applications Due: February 3 | Interviews: February 10-13 | Decisions: February 14

New Student Programs Internship Schedule

March 17-May 16	WW Team Recruitment/ORI Prep	2-5 hours/week
May 19-23	Student Staff Training Prep	8:30AM-4:30PM
May 27-30	Leadership Team Training	8:30AM-4:30PM
June 2-6	Connection Crew Training	8:30AM-4:30PM
June 9-11 June 16-18 June 26 & 27	Orientation Days	7:15AM-5:15PM
June 12 June 25	Orientation Prep Work	2-4PM
July 7-11 July 14-18	Welcome Week Prep Days	8:30AM-4:30PM
July 21	Orientation Prep Work	2-4PM
July 23-25	Orientation Days	7:15AM-5:15PM
July 28-31	Welcome Week Prep Days	8:30AM-4:30PM
August 1	Summer Visit Day	7:30AM-4PM (hours vary)
August 4-5	Orientation Days	7:15AM-5:15PM
August 6	Orientation Clean-Up Day	8:30AM-4:30PM
August 8	Summer Visit Day	7:30AM-4PM (hours vary)
August 11-15	Welcome Week Prep Days	8:30AM-4:30PM
August 18-23	Welcome Week Prep/Training/Events and Orientation	40 hours
August 24-30	Welcome Week	20 hours
September 2-5	Welcome Week Wrap Up	5 hours

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost, Title IX/ADA Coordinator, Old Main 100, (701) 231-7701 ndsueoaa@ndsueoaa.edu