North Dakota State University
New Student Programs Intern - Job Description

Description:
The New Student Programs Intern will work with the Student Success Programs (SSP) staff to develop and implement programs that assist incoming first-year students, transfer students, and families in their transition to North Dakota State University. The Intern will play a vital role in both the Orientation and Welcome Week programs and provides a high level of cross-campus collaboration with faculty, staff, and campus administrators.

Dates of employment: January 13, 2020 – September 4, 2020

Hourly wage: $12.00/hour with the possibility of overtime pay during the summer orientation program and Welcome Week

Supervision: Will report to New Student Programs Coordinator of Student Success Programs

Location: Lower Level of West Dining Center

Hours: 10 hours per week during the spring 2020 semester. 40 hours per week May 18-August 29, 2020, with additional hours during orientation weeks and Welcome Week.

Required dates: January 13 April 24 May 27-28 June 1-5, 10-12, 18-19, 23-25 July 7-9, 28-29 August 17-29

Job Description & Responsibilities

- **Assist in administering orientation programs (spring, summer, and fall programs) – 40%**
  Duties may include: Assist with the development, implementation, and assessment of orientation; assist in the training of Orientation Leaders; respond to student questions; manage the online orientation program for summer participants; coordinate volunteers for orientation days; coordinate and manage resource fairs; assist in coordinating publications and signage; serve as an active team leader during orientation days.

- **Assist in administering the Welcome Week program – 40%**
  Duties may include: Assist with the development, implementation, and assessment of Welcome Week programs; assist in the recruitment, selection, training of Welcome Week Leaders; assist with the development of the Welcome Week publications including manuals and event advertisement.

- **Assist in administering family programs – 15%**
  Duties may include: Assist with the development and implementation of family programs, assist with development of content for the family member Facebook pages, and assist with move-in day family programs events.

- **Other duties as assigned – 5%**
  Duties may include: Meet with the New Student Programs Coordinator one-on-one biweekly during the spring 2020 semester (summer to vary), maintain regular office hours, serve as an active member of the Student Success Programs Office, promote services provided by department during recruitment events, other duties as assigned.

- **Customer Service**
  Provide model customer service at all times to students, staff, faculty, and NDSU guests.

- **Work Safely**
  Follow safety rules; help identify unsafe working conditions; stop co-workers who are working in an unsafe manner.
Minimum Qualifications

- Currently enrolled undergraduate or graduate student for spring 2020 (Does not need to be enrolled during summer 2020)
- Must be available until August 29, 2020
- Cumulative GPA of 2.5 or higher
- Must be in good behavioral standing with the institution

General Competencies:

- **Communication** - Able to convey ideas, appropriately share information, and actively listen to others.
- **Adaptable Working Style** - must be able to work cohesively within a team and display teamwork and cooperation, while also being able to adapt to working independently and with minimal guidance.
- **Hospitality** - must maintain professionalism to create a welcoming and positive environment.

Position-specific Qualifications:

**Student Success Programs Intern**

- **NDSU Transition Knowledge** - aware of multiple aspects of the student and family transition process to North Dakota State University.
- **Project Management & Organization** - able to prioritize and manage multiple large projects, while being punctual and dependable
- **Team Development** - has a strong and comprehensive understanding of how to manage, motivate, and hold team members accountable.
- **Leadership Experiences** - should have developed individual leadership skills and abilities based on past involvement and opportunities.

Application Process:

There are two steps to apply:

1) Complete the online application at [https://docs.google.com/forms/d/e/1FAIpQLSdY8iQHSKcY8lVPLcTp9ke_m7RQc86nkjRZqEsUOTMq7JY-2g/viewform?usp=sf_link](https://docs.google.com/forms/d/e/1FAIpQLSdY8iQHSKcY8lVPLcTp9ke_m7RQc86nkjRZqEsUOTMq7JY-2g/viewform?usp=sf_link)

2) Submit a cover letter and resume addressing the position qualifications to ndsu.orientation@ndsu.edu by November 18th, 2019.
   a. **The submitted cover letter should address the following prompt,** “How have your previous leadership experiences prepared you to be successful in the New Student Programs Intern role? Why is hospitality important during orientation and welcome week and how would you practice it in your interactions with students and their family members?”