New Student Programs Intern
Job Description

The New Student Programs Intern will have an opportunity to work with the staff of Student Success Programs to develop and implement programs related to student transitions to NDSU. In this role, the intern can expect to play an active role in programming for incoming students, collaborate with faculty, staff and administrators across campus, and further develop their leadership skills.

**Dates of employment:** November 6, 2017 – August 31, 2018

**Hourly wage:** $10.50/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 2018 semester. 40 hours per week beginning May 14 with additional hours during orientation weeks.

**Required dates:** December 1, January 8, April 23, June 11-15, 22, 25-29, July 9-12, 30-31, August 13-21

**Job Description**

- **Assist in administering orientation programs (spring, summer, and fall programs) – 50%**
  Duties may include: Assist with the development, implementation, and assessment of orientation; assist in the implementation of a Peer Mentoring course; 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 participant during the orientation days.

- **Assist in administering the Welcome Week program – 35%**
  Duties may include: Assist with the development, implementation, and assessment of Welcome Week programs; assist in the recruitment, selection, training of Welcome Week Leaders and Team Leaders; assist with the development of the Welcome Week publications including the mobile app and additional advertising.

- **Assist in administering family programs – 10%**
  Duties may include: Assist with the development and implementation of family programs, solicit articles for the family newsletter, research family programs best practices, assist with management of the family member Facebook page, and respond to questions from family members.

- **Other duties as assigned – 5%**
  Duties may include: Meet with the New Student Programs Coordinator one-on-one biweekly during the spring 2018 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 2018 (Does not need to be enrolled during summer 2018)
• Must be available until August 31, 2018
• Cumulative GPA of 2.5 or higher
• Must be in good behavioral standing with the institution at which they are enrolled
• Past experience as a student leader
• Strong written and verbal communication skills
• Ability to work independently
• Demonstrated strong organizational and time management skills
• Proficiency with Microsoft Office

**Preferred Qualifications**
• Experience working with new student programs at the college or university level
• Experience with Adobe InDesign software

**Application Process:**
Submit a cover letter, resume addressing the position qualifications, and contact information for three references to Sami Johnson at samantha.r.johnson@ndsu.edu by October 15, 2017.