2019 Graduate Intern for the Office of New Student Programs

An exciting opportunity is available for a 300 hour Summer Graduate Internship in the Office of New Student Programs at West Chester University during Summer 2019 (Mid-May- August). The Graduate Intern serves as an integral part of the Orientation Team to design, facilitate, implement, and assess Part 1 Orientation in June, and Transfer Orientation, Adult Learner Orientation, Late First Year Orientation, and Part 2 Orientation in August. The intern will also prepare for upcoming events such as Welcome Week, New Student Success Series, New Student Connect, and Family Weekend. The information below details the responsibilities, skill set, and hands-on opportunities involved in the positions.

Major Responsibilities:
 Assist with the following:
• Orientation leader and leadership team training, including the facilitation of sessions
• Assist with orientation registration and welcoming of new students/families
• Large and small logistical planning for the June and August orientation programs
• Co-mentor team leaders as they develop and support the orientation leader team
• Evaluate the work of the orientation leaders and leadership team members
• Work with the professional staff to review, create, and implement pre and post assessment documents
• Help with daily work assignments and troubleshoot during orientation days (June and August)
• Prepare for Part 1 Orientation, Adult Learner, Late First Year, Part 2 Orientation, Welcome Week, New Student Success Series, New Student Connect, Family Weekend, and other NSP events
• Other duties as assigned

Required Skills:
• Organization and ability to manage multiple priorities
• Mentoring experience
• Event planning and execution
• Competent in assessment
• Strong communication skills

Skills that will be Developed and Enhanced:
• Large and small program planning
• Student leader supervision
• Assessment and outcomes
• Understanding of a university-wide orientation program

The Summer Graduate Intern in The Office of New Student Programs WCU’s Graduate Intern will receive a stipend of $2,500 distributed through the working months for completion of 300 hours. The intern will also receive a meal plan (3 meals/day) on training and orientation and an official New Student Programs uniform.

Interested graduate students should complete the online application (https://goo.gl/forms/yzi8MoDbpo77WfDi1) by Friday, February 1.