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.