An exciting opportunity is available during the spring 2020 semester (January-May) for graduate student(s) 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:**
- January Orientation
- Orientation Leader Training
- Leadership Team Mentorship
- Preparation for June and August Orientation
- Understand the NODA and CAS standards of Orientation Programming
- Understand the Student Affairs and WCU University strategic priorities
- Evaluate the January 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
- Time Management
- An understanding of working with Student Leaders and Orientation programs

**IMPORTANT DATES AND EVENTS:**
- *January Orientation:* January 10, 2020
- *Large Events & Meetings (dates pending):* Accepted Student Days, O-Lum Ceremony, New Student Connect, Division of Student Affairs Meetings, NSP Bi-Weekly Staff Meetings, LT Individual Meetings, LT 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 *November 1, 2019.*