

### **2020 Graduate Intern Job Description**

An exciting opportunity is available for a Graduate Intern in the Office of New Student Programs at West Chester University during Summer 2019 (May, June, and 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, Orientation Leader Monthly Meet Up, 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

This is an exciting opportunity for individuals with interests in New Student Programs and student transition. The New Student Programs Graduate Intern(s) will receive \$11.25 per hour for an estimated total of 320 hours. The intern(s) will also receive a meal plan (3 meals/day) on weekdays and an official New Student Programs uniform. The internship will start on or around May 26 through June 26, with a break the first few weeks of July, and then start again on or around July 27 through August 23. Interested applicants should send their resume, cover letter, and 3 references to Devan Zgleszewski, Associate Director of New Student Programs, at [dzgleszewski@wcupa.edu](mailto:dzgleszewski@wcupa.edu) no later than February 21, 2020. Interviews will take place the week of March 2, 2020.