

2021 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 2021 (end of May through end of August). The Graduate Intern serves as an integral part of the Orientation Team to design, facilitate, implement, and assess in First Year Student Orientation, Transfer Orientation, Adult Learner Orientation, Out of State Student Initiatives, Virtual Engagement Opportunities, and Welcome Week. The information below details the responsibilities, skill set, and hands-on opportunities involved in the positions.

Major Responsibilities:

Assist with the following:

- Work as a member of the graduate team with 3-5 additional interns
- 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 orientation programs
- Co-mentor leadership team and returning OL's 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-assessments
- Help with daily work assignments and troubleshoot during orientation days
- Prepare for New Student and Transfer Orientation, Adult Learner Orientation, Out of State Student Initiatives, Virtual Engagement Opportunities, Welcome Week 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:

- Teamwork and group facilitation
- Large and small program planning
- Student leader supervision
- Assessment and outcomes
- Understanding of a university-wide orientation program

The New Student Programs Graduate Intern will receive \$12.50 per hour for an estimated total of 320 hours, in addition to on campus housing in one of the residence halls with meal plan if requested (contingent if in person events are possible). The intern will also receive an official New Student Programs uniform. The intern will begin on or around May 25 and will conclude work on or around August 29.

All interested applicants must send their resume, cover letter, and 3 references to [Devan Zgleszewski](#), Associate Director of New Student Programs, no later than January 31.

**Please note: the decision to alter any orientation program dates, schedules, or delivery style will come from the West Chester University's President's Cabinet. The Office of New Student Programs is not responsible for making any decision regarding programming in response to the COVID-19 pandemic. For more information regarding the university's plan of action, please visit [WCU Health Notices](#).*