JOHNSON & WALES UNIVERSITY
ORIENTATION AND FIRST-YEAR INITIATIVES
SUMMER INTERN

Dates of Internship: 06/01/2012 – 08/31/2012 (dates flexible)
Eligible Candidates: Current graduate student
Unpaid Internship

POSITION PURPOSE
The department of Orientation and First-Year Initiatives is responsible for orientation throughout the summer, once in November for winter term entrants, and once in March for spring entrants. In addition, Orientation and First-Year Initiatives manages WIGIS (Wildcat Interest Groups for Incoming Students), the academic year First-Year Experience program, Wildcat Welcome, and Family Weekend. These programs serve first-year and transfer students, along with their families. The Orientation and First-Year Initiatives Intern plays an integral role supporting the work of the department. Specifically, graduate students have the opportunity to assist with the planning of summer orientation programs, development of marketing materials, selection of student staff, and management of the WIGIS program.

DUTIES AND RESPONSIBILITIES
The intern will work with the Director of Orientation and First-Year Initiatives to select projects that fit the interests of the intern and needs of the department.

- Assist with implementation and management of six summer orientation programs.
- Serve as the host and primary contact for participants during student and family orientation.
- Facilitate key components of student and family orientation.
- Collaborate with staff to manage program assessment plan.
- Work with the Director to develop and facilitate training for Summer Orientation staff.
- Provide ongoing resources, feedback and training to support staff development throughout the summer.
- Create and implement advanced student leader training for orientation leaders in preparation for the academic year FYE program.
- Prepare components of fall training for first-year experience peer mentors.
- Develop learning outcomes for students participating in orientation and FYE programs.
- Review student leader learning outcomes and assessment and provide recommendations on best practices/next steps.
- Develop transition programming for transfer students and returning learners.
- Support daily operations of the department and other duties as assigned.

QUALIFICATIONS AND EXPERIENCE
- Must have started a Master’s degree program in student personnel services/higher education.
- Basic understanding of orientation programs and how orientation relates to the development of students.
- Essential qualities include: ability to take initiative and demonstrate creativity, strong organization and event management skills, a team player, ability to work with a diverse group of individuals, clear and concise communication skills, positive attitude and strong work ethic.
- Must be proficient in standard office applications (Microsoft Word, Excel, and PowerPoint). Experience with publication design is desirable.
- Desire to contribute to a young, regional campus and growing department.
- Previous experience with student leader training and/or supervision and orientation programs is preferred.

BENEFITS
- Opportunity to learn about and work closely with a dynamic and growing first-year experience program.
- Contribute significantly to a young department through both independent and collaborative work.
- Connect with and support the development of a staff of 28 student leaders.
- Learn about a unique institution and diversify your resume.
- Participate in a culture committed to the growth and development of all Student Affairs staff.

For more information please contact Tricia Kennedy, Director of Orientation and First-Year Initiatives, at tkennedy@jwu.edu or 303-256-9603.