

2024 New Student Programs Graduate Intern Job Description

An exciting opportunity is available for a Graduate Intern in the Office of New Student Programs (NSP) at West Chester University during Summer 2024 (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 First Year Student Orientation, Transfer Orientation, Adult Learner Orientation, Virtual Engagement Opportunities, and Welcome Week. The information below details the responsibilities, skill set, and hands-on opportunities involved in the position. Applicants for this position must be an enrolled graduate student for the Fall 2024 semester at West Chester University.

Major Responsibilities:

Assist with the following:

- Orientation Leader and Undergraduate Coordinator training, including the facilitation of sessions
- Mentor undergraduate coordinator and orientation leader team
- Large and small logistical planning for the June-August orientation programs
- Evaluate the work of the orientation leaders and undergraduate coordinators
- Work with the professional staff to review, create, and implement pre and post assessment documents
- Help with day-of coordination and troubleshooting on during orientation days
- Coordinate staff/faculty volunteers for new student orientation and welcome week days
- Assist in the facilitation of orientation presentations for students and their family members/guests
- Set-up and breakdown on orientation days
 - This may include lifting tables, chairs, or driving a golf-cart
- Assist with orientation registration and welcoming of new students/families
- Other duties as assigned

Required Skills:

- Organization and ability to manage multiple priorities
- Mentoring experience
- Event planning and execution
- Knowledge of assessment practices
- Effective communication skills
- Conflict Mediation

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

Compensation

The New Student Programs Graduate Intern will receive \$15.00 per hour for an estimated total of 320 hours. The intern will begin on or around May 28 and will conclude work on or around August 25. Meal swipes to the on-campus dining hall will be provided for the weeks of training and orientation. On-campus housing is provided from the start of position through approximately the end of July if desired.

How to Apply

Please apply by submitting your resume and cover letter through Handshake job posting **8440439**. If you have any issues accessing handshake, please email your cover letter and resume to orientation@wcupa.edu. The deadline to submit your application is February 16, 2024.

Important Dates:

The graduate interns must attend all training and New Student Orientation days. On non-orientation weeks, graduate interns will be expected to complete administrative responsibilities in office. Below are all the training and orientation days.

Graduate Intern Training (4 days):

Tuesday, May 28-Friday, May 31

Undergraduate Coordinator/ Grad Intern Training (5 days):

Monday June 3- Friday June 7

First-Year Orientation Training (7 days):

- Monday, June 10- Friday June 14
- Monday June 17- Tuesday June 18

First Year Orientation Days (10 days):

- Thursday, June 20 & Friday, June 21
- Tuesday, June 25- Friday, June 28
- *No sessions week of July 1*
- Tuesday, July 9- Friday, July 12

Transfer Orientation Training (1 day):

- Monday, August 12

Transfer Days (4 days):

- Tuesday, August 13- Friday, August 16

Adult Learner (1 day):

- Friday, August 16

Virtual Orientation (1 day):

- Monday, August 19

Welcome Week Training (1 day):

- Tuesday, August 20

Welcome Week (5 days):

- Wednesday, August 21-Sunday August 25