Office of First Year Experience Programs
2017 New Student Orientation Graduate Intern Position Description

The New Student Orientation practicum in the Office of First Year Experience Programs will provide graduate interns with a hands-on approach to learning about New Student Orientation at a large institution. Interns who successfully complete the late fall/spring practicum will transition to a paid New Student Orientation Graduate Internship with the Office of First Year Experience Programs for the summer of 2017.

Interview Dates: Monday, October 31 – Tuesday, November 1
Practicum Dates: November 2016 – May 5, 2017 (Minimal hours November and December)
Internship Dates: Week of May 8, 2017 – July 28, 2017 (contingent upon successful completion of practicum)

CONDITIONS OF EMPLOYMENT | To be eligible to serve as a Graduate Intern, you must:
- be available to fulfill the fall, spring, and summer practicum and internship expectations
- reside in Bloomington during summer training & Summer New Student Orientation Program
- not be enrolled in Summer Session classes without prior approval from supervisor
- not actively work for another job that conflicts with the summer responsibilities outlined in this description and
- be able to handle high levels of responsibility, to hold students and peers accountable, to be highly motivated, and to serve as a role model to the Orientation Team.

SKILL DEVELOPMENT | As a result of serving as a Graduate Intern, you can expect to gain skills in the following areas:
- leadership, teamwork and communication
- facilitation, public speaking, and presentation development
- short- and long-term planning
- personal goal setting and reflection
- conflict management, mentoring, and in-program student staff supervision and
- marketing and evaluation of New Student Orientation and transitional programs.

LEARNING OUTCOMES | As a result of serving as a Graduate Intern, you can expect to have a greater understanding of:
- your role and responsibility in adapting to an office culture;
- different styles of supervision through experience working with various professional staff
- the structure and processes involved in creating a comprehensive New Student Orientation program
- the daily tasks and ethical considerations inherent within New Student Orientation work and
- the role collaboration and effective communication have in implementing a large scale program.

RESPONSIBILITIES | As a Graduate Intern, you will:
- Assist with the development and implementation of New Student Orientation Programs by:
  ▪ being involved in general orientation program planning, development, and evaluation;
  ▪ developing and implementing program components, including but not limited to small group development
    between student staff and incoming new students;
  ▪ participating in the recruitment, selection and training of undergraduate student staff;
  ▪ working with FYE staff to plan and implement special populations orientation programs to include: Summer
    Session(s), Groups Scholars, Transfer Students, and International Students; and
  ▪ overseeing, presenting and troubleshooting day-to-day elements of New Student Orientation.
- Assist with training and in-program supervision of the Orientation Team to include:
  ▪ building the foundation for the U495 Orientation Leader Course to be taught by Leadership Team;
  ▪ assisting with Orientation student staff training prior to New Student Orientation in the summer, including
    student office staff;
  ▪ providing evaluation and feedback to student staff throughout the summer program; and
  ▪ coordinating the planning of the OTeam Closing Banquet;
- Assist with the development and implementation of FYE transitional programs by:
  ▪ helping with the planning and marketing of IUBeginnings, Welcome Week components, and IU Guides.
- Maintain Office Hours throughout the period of employment:
  ▪ Work 8-10 hours in FYE Programs during the Spring semester as well as 10-15 total hours in 2016 fall
    semester;
  ▪ Attend weekly New Student Orientation staff meetings through spring semester;
  ▪ Work full-time from May through July 28, 2017; and
  ▪ Meet weekly and communicate regularly with direct supervisor(s).
COMPENSATION | As a Graduate Intern, you will receive the following:

- Quality, well-rounded experience as a para-professional;
- Regional conference experience; conference costs and 1-year NODA membership cost provided by FYE
- Stipend for the summer internship no less than $4,440

IMPORTANT DATES & DETAILS | As a Graduate Intern, you must be available for the following dates:

Fall 2016
- November–December: Approximately 15 hours (total) in spring planning and office orientation meetings

Tentative Spring 2017
- 8-10 Office Hours per week
- January 4 and/or 5: January New Student Orientation (hours negotiable)
- January 8: Leadership Team Retreat (tentative date)
- January 27-29: OTeam Phase I Interviews & Selection (includes weekend responsibilities)
- February 6-10: OTeam Phase II Interviews
- February 18-19: Final OTeam Selections (includes weekend responsibilities)
- March 4: OTeam Spring Retreat (includes weekend responsibilities)
- March 6-May 5: U495 Orientation Leader Course (class held on Mondays from 6-8pm; scheduling based on availability)
- March 10-12: NODA Region 7 Conference in Cleveland, OH (all costs covered by FYE)

Tentative Summer 2017 (pending confirmation of 2017 orientation program dates)
- Full-Time beginning the week of May 8, 2017 (some days off will be negotiated)
- Late May/Early June: OTeam Training (this includes some nights and weekends)
- June-July: New Student Orientation (this includes some nights and weekends)
- July: Program Wrap up and Evaluation (OTeam Banquet, Program Debrief Retreat)

Opportunities to be involved with the implementation of Welcome Week or other early Fall programs for which you are interested are available and can be negotiated dependent upon fall assistantship priorities and personal schedules.

The dates listed above are subject to change as more information about our programs is confirmed.

APPLICATION AND SELECTION PROCESS

To apply:
1. **Sign up for an interview time at the HESA Practicum Fair.**
   Interviews will be held between the hours of 8 a.m. and 5 p.m. on the following days:
   Monday, October 31       Tuesday, November 1
2. No later than Sunday, October 30, confirm via email your continued interest in this position.
3. If you are not available on any of the dates, please send a message to Jessa Trimble at jesktrim@indiana.edu to request an alternate interview time.

Please bring the following with you to your interview:
A current resume outlining your relevant experiences.

Interviews will take place October 31 – November 1.
Location: Office of First Year Experience Programs, 326 N. Jordan Ave.

Candidates will be notified of their status no later than **Friday, November 4.**

Additional Questions about responsibilities, dates or any information included in packet:
Contact Jessa Trimble, Associate Director - Office of First Year Experience Programs
Office: 326 N. Jordan Ave. | Phone: 812.855.4357 | Email: jesktrim@indiana.edu