

## **New Student and Sophomore Programs**

### ***First-Year Student, Sophomore, Transfer Student and Parent and Family Support***

#### **New Student and Sophomore Programs/Sophomore Success**

The office of New Student and Sophomore programs serves to support the success of first-year students, transfer students and sophomores through transition and support programs, events and activities. This twelve-month internship will report to the Director of New Student and Sophomore Programs.

#### **Position Responsibilities**

- Oversee transfer student success programs.
- Advise Tau Sigma, the Transfer Student Honor Society.
- Select, train and supervise as many as five transfer student assistants.
- Advise the Sophomore Class Government.
- Manage the New Student and Sophomore Programs websites and social media accounts including the Parent/Family Facebook Group.
- Coordinate weekly communication to first-year students and transfer students.
- Update and maintain New Student and Sophomore Programs publications.
- Support the director in overseeing the Southern Success Center.
- Contribute in significant ways to summer, fall and winter orientation for first-year and transfer students.
- Participate in key university events focused on new students including Welcome Weeks, Admissions Fall Open House and Accepted Students Day.
- Participate in division-wide initiatives to support the success of students and further the collective work of Student Affairs.

#### **Qualifications:**

- Effective written and verbal communication skills.
- Strong organizational and time management skills.
- Ability to work autonomously and to seek guidance when necessary.
- Ability to develop and maintain positive relationships with students, faculty, and staff.
- Admitted as a matriculated graduate student in the CSU system in Education, Psychology, Sociology, Counseling, or other related field.
- Strong desire to contribute to the success of Southern students.
- A creative and innovative thinker

#### **Time Commitment:**

- 12-month position
- Work 35 hours per week
- Flexibility in time working, including some evening and weekend hours

#### **Compensation:**

- Paid through stipend as graduate student
- 21 class credits compensated

#### **Refer questions to:**

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