

**ORIENTATION, TRANSITION**



**& FAMILY ENGAGEMENT**

SOUTHERN CONNECTICUT STATE UNIVERSITY

***Coordinator of Online Orientation, Communications and Transfer  
Student Support***

Orientation, Transition & Family Engagement serves to support the success of first-year students, transfer students and parents and families through transition and support programs, events and activities. This twelve-month internship will report to the Director of Orientation, Transition & Family Engagement.

**Position Responsibilities**

- Contribute in significant ways to summer and winter orientation for first-year and transfer students.
- Manage communication to first-year students and transfer students including social media posts, weekly emails and monitoring social media outlets.
- Manage the orientation platform by updating the content and managing student use.
- Assist the director in supervising the orientation ambassadors throughout the year.
- Oversee transfer student success programs.
- Advise Tau Sigma, the Transfer Student Honor Society and the Freshmen Class Government.
- Select and supervise as many as five transfer student assistants.
- Serve as a resource for new students as they learn to navigate the university.
- Participate in key university events focused on new students including Welcome Weeks, Admissions Fall Open House and Accepted Students Day.
- Support the director in overseeing the Southern Success Center lounge.
- 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:**

Sal Rizza, Director

New Student and Sophomore Programs

Buley Library Room 335

Email: [rizzas1@southernct.edu](mailto:rizzas1@southernct.edu)

Phone: (203) 392-5168