



Orientation, Transition & Family Engagement Graduate Intern

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. This internship provides a scaffolded experience allowing for the individual to develop a foundational understanding of the field of Orientation, Transition and Retention (OTR) in the first year through event management and delivery. In the 2nd year, the position progresses to include staff selection, training and supervision as well as curriculum/assessment development. Embedded throughout the experience is a continual focus in diversity, equity and inclusion as well as enrollment, persistence, and retention.

Year 1: Coordinator of Online Orientation, Communications and Transfer Student Support

Position Responsibilities

- Manage communication to first-year students and transfer students including social media posts, weekly emails and monitoring social media outlets.
- Assist the director in managing the orientation registration platform (Slate) by updating the content and managing student use.
- Assist the director in tracking orientation participation and creating reports tracking participation and retention.
- Oversee transfer student success programs.
- Advise Tau Sigma, the Transfer Student Honor Society
- Select and supervise as many as five transfer student assistants.
- Track and create reports regarding participation in transfer student programs.

Year 2: Orientation, Extended Orientation and Transition Programs

Position Responsibilities

- Coordinate the selection of the orientation ambassadors.
- Coordinate the training and development of orientation ambassadors.
- Assist the director in supervising the orientation ambassadors throughout the year.
- Oversee the scheduling of orientation ambassadors for university initiatives including Week of Welcome, Accepted Students and Open House.
- Coordinate Extended Orientation programs.
- Advise the First-Year Class Government.
- Assist the director in managing the Orientation and Office Budgets and P-Cards.
- Manage on-line asynchronous orientation platform (Blackboard).

Both Years:

- Contribute in significant ways to summer and winter orientation for first-year, transfer students and their families.
- Participate in key university events focused on new students including Welcome Weeks, Admissions Fall Open House and Accepted Students Day.
- Support diversity, equity and inclusion initiatives through self-development and supporting the development of students in this area.
- Contribute to the institutional goals of enrollment, persistence, retention and degree completion initiatives.
- 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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