



## ***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 2<sup>nd</sup> 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.

### ***Semester 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:**

Sal Rizza, Director  
Orientation, Transition & Family Engagement  
Buley Library Room 335  
Email: [rizzas1@southernct.edu](mailto:rizzas1@southernct.edu)  
Phone: (203) 392-5168

# 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.
- 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.
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**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

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