



Student Affairs Intern
2014 NODA Internship Position Description

General Information

Dates of Internship:	Monday, May 19 – Friday, August 8, 2014 (12 weeks)
Dates Flexible:	Not Flexible
Positions Available:	3
Other Interns Working with this Position:	2
Region:	8
Application Website:	https://www.irr.umn.edu/noda/
Selection Timeline:	Applications Open, Monday 12/9 – Thursday 1/14 Written Reflections (round 1), Wednesday 1/22 – Monday 1/27 Telephone Interviews (round 2), Monday 2/3 – Friday 2/14 Offers Made: Monday 2/24

Position Information

Position Requirements:	Current grad student or post masters only
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Job Description

Student Affairs fosters learning and development.

Student Affairs Interns play an important role in carrying out the mission of fostering learning in development by working collaboratively with other interns, students, professional staff, faculty members, and administrators. Three (3) Student Affairs Internships are available which provide current graduate students the opportunity to explore several Student Affairs functional areas while working with Orientation, Transition, and Retention programs. Each intern works as part of the Office of Campus Engagement (OCE) team, sits on the Orientation work group, Supervises and provides guidance to Orientation staff members, Coordinates Orientation Leader (OL) training, Supports several major OCE events, Plans and facilitates one workshop during Summer Orientation, and manages one major function of New Student Orientation (NSO).

- Work as part of the Office of Campus Engagement (OCE) team, which oversees the many aspects of connecting students to campus by engaging them in co-curricular activities. Attend bi-weekly OCE meetings, participate in professional development presentations, and support the programs and services offered through OCE and Student Affairs.
- Sit on the NSO Work Group, which serves as the advisory committee providing direction and assistance to the Director of New Student and Family Programs (NSFP) with staff selection and training, program content, administration, and assessment.

- Supervise and provide guidance to the Orientation staff, which is made up of undergraduate Orientation Leaders (OLs) and upper class Orientation Coordinators (OCs) as they assist new students and families with their academic, social, and cultural transition to the Drexel University community.
- Coordinate OL Training to develop a strong and supportive staff team and to ensure OLs feel confident answering questions and responding to concerns from new students and families.
- Support several major Drexel Senior Experience (DSE) events by serving as a volunteer for the Grad Fair, Senior Class Toast, Bon Voyage Reception, and Commencement Ceremonies.
- Plan and facilitate one workshop during Summer Orientation including workshops hosted by the Offices of Campus Activities (OCA), Student Leadership Development & Traditions (SLDT), and Commuter and Transfer Student Engagement (CTSE).
- Manage one major Orientation function, including one of the following areas:
 - Orientation Logistics: Work with the Office of New Student and Family Programs (NSFP) to manage the Orientation registration and check-in processes, including collaboration with various campus offices to prepare for new students and families to arrive on campus for Orientation. Select and supervise OLs to support Orientation registration and check-in.
 - Commuter and Transfer Student Engagement: Work with the Office of Commuter and Transfer Student Engagement (CTSE) to plan Transfer Student Orientation and lay the foundation for Commuter Connection Day a Commuter Student Orientation hosted in the fall term. Support commuter and transfer student engagement events throughout the internship and provide guidance to OLs and Commuter and Transfer Assistants (CAs & TAs) to support these events.
 - Student Organization Recruitment: Work with the Office of New Student and Family Programs (NSFP) to manage the Student Organization Fair and Evening Social Activities session of Summer Orientation. Work with the Office of Fraternity and Sorority Life (FSL) to plan and facilitate the training and advising of FSL Ambassadors, Panhellenic Council Recruitment Counselors, and other student organization officers providing them with recruitment advising and support. Select and supervise OLs to support Residence Hall check-in & campus guides.
- Work collaboratively with other Interns and OCs to facilitate and execute each others' programs, develop a cohesive team, and establish clear expectations for all staff members.
- Support the delivery of the NSO program by managing crowds, responding to emails and telephone calls, serving as a liaison to key NSO stakeholders, and performing a variety of other duties as assigned.

Qualifications and Experience

The ideal candidate will possess excellent written and verbal communication skills, a clear understanding of student development and transition theory, strong supervisory skills, and an ability to work in a collaborative, diverse environment. This position requires a person who can multi-task in a fast-paced atmosphere, remain flexible through various roadblocks, and exhibit an appropriate sense of humor through high stress situations. Finally, successful candidates must be able to take initiative, work autonomously, and exhibit creativity in her/his work.

Benefits

Remuneration:	\$3,000 per Summer (pre-tax) <i>The position pays approximately \$1,000.00 at the end of June, July & August.</i>
Meals Provided:	Program Only <i>Approximately 10 meals/week between Monday 7/7 & Friday 8/8</i>
Other Benefits Offered:	Parking, Computer Access, Recreation Center Use, Campus Email Address

Professional development opportunities are available through Lunch & Learn workshops facilitated by professional staff members from various student affairs functional areas. Student Affairs Interns work closely with other interns throughout the University. This pseudo-cohort of other interns can serve as a support network and social outlet for our interns. This position also provides Interns with the unique opportunity to experience campus life at full capacity with our spring term extending through the first month of the internship.

Housing

Housing Provided:	Yes
Accommodates a Spouse/Partner:	No
Accommodates Children:	No

Room and Board Details

Student Affairs Interns will be provided on-campus housing throughout the internship. One double occupancy room in an on-campus residence hall is provided during the spring term (Sunday 5/17 through Sunday 6/15) with the ability to move to a single occupancy room for the summer term (Sunday 6/15 through Saturday 8/9). Meals are provided during Orientation sessions only.

Institution Information

Institutional Characteristics:	4 Year Private, Co-ed (quarter system)
Total Enrollment:	25,500+ (15,000+ undergraduate)
First Year Students:	4,000+ (including 1,000+ International students)
Transfer Students:	1,000+ (throughout the Fall, Winter, and Spring terms)
Students and Programs:	Freshmen, Transfer Students, International Students, Parents/Family, Summer Orientation/Registration, Fall Orientation/Registration, Mid Year Orientation/Registration, Welcome Week

Institution Location

Drexel is a comprehensive global research university ranked among the top 100 in the nation. With approximately 25,000 students, Drexel is one of America's 15 largest private universities. Drexel has built its global reputation on core achievements that include: leadership in experiential learning through Drexel Co-op; a history of academic technology firsts; recognition as a model of best practices in translational, use-inspired research.

Founded in 1891 in Philadelphia, Drexel now engages with students and communities around the world via: three Philadelphia campuses and other regional sites; Drexel University Sacramento; the Academy of Natural Sciences of Drexel University, the nation's oldest major natural science museum and research organization; international research partnerships including China and Israel; and Drexel Online, one of the oldest and most successful providers of online degree programs.

Drexel is one of Philadelphia's top 10 employers, and a major engine for economic development in the region. Drexel has committed to being the nation's most civically engaged university, with community partnerships integrated into every aspect of service and academics.

Drexel students are high achieving and have an impressive understanding of their career goals. Experiential learning forms the cornerstone of the student experience as the vast majority of undergraduate students are enrolled in class for half of the year while working full time in a co-op the other half. Students are involved in over 300 student

organizations, club and intramural sports, civic engagement, and on-campus employment opportunities. Over 450 student-athletes compete in 18 Division I NCAA sports in the Colonial Athletic Association.

Drexel University's lively urban campus is located in one of America's most exciting cities. In a world-class city for business, art, and education, Philadelphia's skyscrapers are coupled with a blend of distinct and culturally diverse neighborhoods, creating a unique metropolitan yet intimate urban experience. Surrounded by tree-lined residential blocks just minutes away from Philadelphia's downtown Center City district, Drexel makes its home in the neighborhood of University City. Comprised of five additional universities and dotted by coffee shops, restaurants, shops and farmers markets, University City is just one of the many reasons Philadelphia makes an ideal place for students to live, play, and learn. There is something for everyone in the City of Brotherly Love.

Contact Information

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