

Summer Interns

The Office of New Student & Sophomore Programs (NSSP) fosters the successful transition and engagement of new and continuing students into the Georgia Tech community. New students (including first-year, transfer, international, & exchange students) are provided a holistic introduction to the university, connection to the incoming and current students, and institutional support to their development and success during their first year.

Interns in the Office of New Student & Sophomore Programs will be an integral part of the professional staff in NSSP, a unit of the Division of Student Life. Individuals in this position will truly leave their experience with a comprehensive understanding of Orientation, Transition, & Retention Programs. The NODA interns will not only have the opportunity to work closely with one another, they will have the opportunity to interact with the entire office team, including the Assistant Dean of Students/Director of New Student Programs, the Assistant Director of Orientation & New Student Programs, the Assistant Director of Extended Orientation & Transition Programs, and Administration Professional. Each position will also play a role in the advising of students charged with assisting each orientation program.

Working Title: Graduate Intern for New Student Orientation (Logistics, Transition, & Advising Focus)

Immediate Supervisor: Assistant Dean/ Director of New Student & Sophomore Programs

Job Responsibilities:

General Office

- Assist as needed in the development, planning, and implementation of FASET Orientation (first-year, transfer, exchange, family)
- Serve as on-call professional during all FASET programs.
- Work collaboratively with a variety of Institute departments, faculty, and staff to coordinate various program initiatives.
- Attend Wreck Camp, Georgia Tech's extended orientation camp for incoming students, as support staff for Coordinator and Graduate Intern for Extended Orientation.

Student Advising & Programming

- Co-supervise the 12-member FASET Cabinet and approximately 70+ FASET Leaders.
- Co-advise the Information & Logistics (I&L) Committee of FASET Cabinet who oversee logistics for the orientation program.
 - Oversees the set-up and assistance of presentations in Ferst Theater (main meeting space).
 - Serves as the facilitator and emcee for the morning programming of Day 2, including introduction of presenters.
- Co-advise the Programming Committee of FASET Cabinet overseeing student programming during orientation.
 - Oversee the facilitation of Opening Number and Tech Traditions presentation, including creation, implementation and evaluation
- Assist with day to day operation and programming of FASET as directed by the Assistant Director of Orientation and New Student Programs including the facilitation of sessions, supervision of programs, and troubleshooting of problems.

Academic Advising/Registration

- Assist Assistant Dean/Director with communicating with academic advisors.
- Aid in the preparation of the Advising Locations report for FASET Leaders.
- Serve as one of the professional staff members for Class Registration, including assisting with Registration Assistance Center.

Assessment

- Crafts and implements evaluation instrument for FASET Leader & Cabinet performance; compiles post-session data for NSSP staff.

Technology

- Assist with the creation and implementation of Guidebook (app containing orientation schedule) including keeping Guidebook information up-to-date and creating and updating Leader Guidebook
- Assist I&L in preparation of necessary schedules and reports for sessions.

Other duties as assigned

Preferred Qualifications:

- Enrolled in a Master's program studying College Student Personnel, Student Development, Counseling, or a field connected to Student Affairs.
- Prior experience with orientation or transition programs and program planning
- General knowledge of the student affairs profession and a desire to learn
- Student-centered, administratively sound, task and relationship oriented, and the ability to problem solve
- Ability to work autonomously, as well as with a team, in a fast paced environment
- Proficient with computers and technology, including all formats of social media
- Have strong written and oral communication and editing skills
- Small and large group facilitation skills, including comfort with speaking on stage in front of large crowds
- Strong understanding of customer service and the ability to interact with a diverse population of program participants
- Appreciation for diversity and the ability to work successfully with a variety of constituents
- Ability to maintain high spirits and professionalism while working long days
- Previous experience and skills with graphic design desired but not required

Remuneration:

- Stipend of \$3,500 for 14 weeks of employment from May 15th to August 18th (dates are somewhat flexible)
- On-campus housing consisting of furnished shared apartment with other NSSP interns
- Meals provided at most NSSP training and all NSSP programming including FASET sessions and Wreck Camp
- 24-hour access to workout facility and gym located in on-campus housing complex
- Registration to the Region VI Annual Conference (SROW) in Statesboro, GA at Georgia Southern University including a shared hotel room and travel from Georgia Tech to GSU. (Travel to GT is not provided)
- Interns also have the opportunity to meet with campus partners and other colleges & universities in the area based on their goals and interests

For more information, visit our website: www.nssp.gatech.edu