

## 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 (Programming & Community Development Focused)

**Immediate Supervisor:** Assistant Director of Orientation & New Student Programs

### Job Responsibilities:

#### *General Office*

- Assist as needed in the development, planning and implementation of FASET Orientation (first-year, transfer, and 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 Assistant Director and Graduate Intern for Extended Orientation.
- Create transition materials to assist in the transition and success of future summer interns

#### *Student Advising & Programming*

- Co-supervise the 12-member FASET Cabinet and approximately 70+ FASET Leaders.
- Co-advise the Programming Committee of FASET Cabinet overseeing student programming during orientation.
  - Oversees the facilitation of Tech Stories and Tech After Dark program, including creation, implementation, and evaluation.
- Co-advise the Community Development Committee of FASET Cabinet overseeing our NSSP Partners Program, engagement of FASET Alumni, and various projects throughout the summer.
- Serve as professional staff responsible for Student Organization Fair and Tech Resource Fair, including set-up, facilitation, and break down.
- Assist Assistant Director with planning and facilitating training for FASET Cabinet and FASET student staff.
- Deliver presentations during FASET Orientation as needed.
- 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.

#### *Assessment*

- Assist in the creation and distribution of assessment efforts by NSSP including the evaluation of FASET programs, Community Development efforts, and leader development.

### *Technology*

- Responsible for creating and updating all Student and Guest surveys for overall FASET programming including working knowledge of Baseline online assessment instrument.

### *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 populations 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 15<sup>th</sup> to August 18<sup>th</sup> (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](http://www.nssp.gatech.edu)