

Parent & Family Programs Summer Intern

As an integral part of the Division of Student Life at Georgia Tech, Parent and Family Programs (PFP) is committed to helping our parents and families stay connected to their students and support their educational and co-curricular experience. We want to support all parents, family members, and friends of Georgia Tech students to ensure that students are supported both in and out of the classroom. At Georgia Tech, we view the relationship we have with our students' parents and families as a partnership – a partnership created to help students be successful. Our motto is “when parents and families are informed, students benefit.”

Our mission is to equip parents and families with the information and resources they need to support their students, as well as to provide opportunities for parents and families to stay connected and involved in their student's educational experience.

The PFP intern with Parent and Family Programs will be an integral part of the professional staff in the Division of Student Life. The person in this position will leave at the end of the summer experience with a comprehensive knowledge of how Georgia Tech Parent & Family Programs operates, experience in working with orientation programming, Family Weekend programming, learning more about the field of parent and family programming, and satisfaction of being able to help and serve so many Georgia Tech parents and families. The intern will have the opportunity to work closely with the Director of Parent & Family Programs.

Working Title: Graduate Intern for Parent and Family Programs

Immediate Supervisor: Laci Weeden, Director, Parent & Family Programs

Overall Responsibilities:

- Serve as an advocate for parents, families and the Institute, both internally and externally, by facilitating communication and creating a climate that fosters mutual understanding
- Develop and implement programs and services that inform and educate parents and families about valuable resources, critical issues, and topics relevant to student success

Job Responsibilities:

- Assist with Parent Orientation by tabling at resources fairs and assisting new students and families at parent receptions
- Work collaboratively with a variety of Institute departments, faculty, and staff. Specifically, work closely with New Student & Sophomore Programs which is the office that manages Orientation for students and families.

- Assist in the planning and preparation of Family Weekend 2017
- Analyze data collected from a bi-annual parent survey and compile report
- Aid students, parents and families with questions or concerns
- Answer phone, return emails, and other daily office duties
- Other duties as assigned

Preferred Qualifications:

- Completed at least one semester of graduate school.
- Prior parent and family programming experience.
- Strong written and interpersonal communication skills
- Excellent listening and problem-solving skills
- Ability to work with diverse groups of people and build positive and effective relationships
- Ability to manage detail-oriented work and balance time demands well.
- Strong organizational skills

Remuneration:

- Stipend of \$2,000 for eight weeks of employment from June 1 to July 28 (dates are somewhat flexible)
- On-campus housing consisting of furnished shared apartment (valued at \$2,000)
- \$400 meal stipend
- 24 hour access to workout facility and gym located in on-campus housing complex

Start Date: June 1, 2017

End Date: July 28, 2017

Hours: Eight weeks at 40 hours a week