The Office of New Student & Transition Programs (NSTP) 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 & Transition Programs will be an integral part of the professional staff in NSTP, 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, the Assistant Director, the Coordinator, and the Administrative 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 & Transition 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.
- Create transition materials to assist in the transition and success of future summer interns
- Create pre- and post-communication emails to new students and guests

*Student Advising & Programming*
- Co-supervise the 10-member FASET Cabinet and approximately 70+ FASET Leaders.
- Co-adviser the Information & Logistics (I&L) Committee of FASET Cabinet who oversee logistics for the orientation program.
- 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 New Student & Transition Programs staff 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 NSTP 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 populous 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 before and during orientation programs
- Previous experience and skills with graphic design desired but not required

Remuneration:

- Stipend of $4,500 for 14 weeks of employment from May 14th to August 17th
- On-campus housing consisting of furnished shared apartment with other NSTP interns
- Meals provided at most NSTP training and all NSTP 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 Orlando, FL at University of Central Florida including a shared hotel room and travel from Georgia Tech to UCF. (Travel to GT is not provided)