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 Extended Orientation  
**Immediate Supervisor:** Coordinator 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.
- Create transition materials to assist in the transition and success of future summer interns.

**Student Advising & Programming**
- Co-supervises the 5-member Wreck Camp Director Board and approximately 40-member Wreck Camp Staff throughout summer preparations and the program.
- Facilitate programming sessions at Wreck Camp.
- Serve as liaison to departments offering extended orientation programs.
- Assist with the development of Wreck Camp International program.

**New Student Orientation**
- Present informational rotation session at FASET regarding Wreck Camp and other extended orientation programs.
- Serve as Wreck Camp representative at various FASET programming include Parent Breakfast and Tech Resource Fair during Day 2 of the program.
- Coordinates early arrival logistics, including dinner invitation, meal, and evening activities.
- Opportunity to supervise FASET Evening Social, the late-night programming for New Student Orientation, on a rotating basis.

**Extended Orientation**
- Serves as liaison between ORGT (Outdoor Recreation Georgia Tech), Summer iGniTe Program, and New Student & Transition Programs for RATS on Ropes - a pre-orientation program where incoming summer first year students participate in the GT Leadership Challenge High Ropes Course together.
- Facilitates RATS on Ropes programming, including coordinating student leaders, reserving the course, expediting participant sign-ups, marketing to incoming students, program assessment, and all other logistics.
- Responsible for Welcome Home Month marketing, event submission, and calendar updates, garnering support from student organizations, campus departments, and academic units.
- Assists in the coordination of GT Night @ Target, a move-in event for students.

Assessment
- Coordinate all pre- and post-tests for Wreck Camp, including updating instrument and preparation of all materials for program.

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.

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 Conway, SC at Coastal Carolina University including a shared hotel room and travel from Georgia Tech to Coastal Carolina. (Travel to GT is not provided).