



## Summer Interns

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 in the development, planning, and implementation of Wreck Camp.
- Serve as on-call professional during all Wreck Camp programs.
- Work collaboratively with Institute departments, faculty, and staff to coordinate program initiatives.
- Create transition materials to assist in the transition and success of future summer interns.

#### *Extended Orientation*

- Supervise the 6-member Wreck Camp Director Board and approximately 30-member Wreck Camp Staff throughout summer preparations and programs.
- Develop programming and curriculum for all Wreck Camp programs.
- Facilitate logistics and programming sessions for all Wreck Camp programs.
- Serve as liaison to departments offering extended orientation programs.

#### *Assessment*

- Coordinate assessment measures for all Wreck Camp programs, including updating instruments 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, transition programs, or large-scale program planning.
- General knowledge of the student affairs profession and a desire to learn.
- Student-centered, 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 student population.
- 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 extended orientation programs.

**Remuneration:**

- Stipend of \$4,500 for 14 weeks of employment from May 16<sup>th</sup> to August 13<sup>th</sup>.
- 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 Columbia, SC including a shared hotel room and travel from Georgia Tech the conference. (Travel to GT is not provided)