

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 Coordinators, 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

Immediate Supervisor: Assistant 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
- Assist in daily office operations including the management of the NSTP email and the main office phone

Student Advising & Programming

- Co-supervise the 10-member FASET Cabinet and approximately 60+ FASET Leaders
- Co-advise the five committees of FASET Cabinet:
 - Information & Logistics
 - Training & Leadership
 - Membership & Recruitment
 - Programming
 - New Student Engagement
- Assist with the Sibling Orientation Program aimed to engage the siblings (age 10-16) of incoming students during FASET including program planning, implementation, supervision of leaders, and evaluation of program
- 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
- Assist with pre-arrival programming for students arriving the night before their FASET session
- Assist with planning and logistics for Georgia Tech's Welcome Week Programming

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
- Responsible for developing, creating, and updating all Student and Guest surveys for overall FASET programming including working knowledge of Baseline online assessment instrument
- Responsible for reviewing assessment results throughout the summer to continuously improve FASET programming
- Assist in assessment efforts of Sibling Orientation Program

Technology

- Assist with the creation and implementation of Guidebook (app containing orientation schedule) including keeping Guidebook information up-to-date
- Assist I&L in preparation of necessary schedules and reports for sessions
- Assist New Student Engagement Committee with management of social media accounts

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 11th to August 14th
- 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 Bowling Green, Kentucky including a shared hotel room and travel from Georgia Tech to the conference. (Travel to GT is not provided)