POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Graduate Intern for Student Formation
(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Office for Student Involvement, Rose Hill

OVERVIEW: This position provides an opportunity for Student Personnel Administration / Counseling graduate interns to work in a variety of areas within student activities and student affairs at an independent, Catholic, urban, private university in the Jesuit tradition. Successful candidates will have a commitment to the ideals of Jesuit education.

RESPONSIBILITIES:
- Assist the Associate Director for Student Formation with the development of programs for new students including New Student Orientation programs, First-Year Formation symposium, Senior Week events, and other programs designed to integrate students into the larger university community.
- Assist the Associate Director for Student Formation in the supervision of four undergraduate Orientation Coordinators and 200+ Orientation Leaders.
- Research, plan, and develop specific new student programs offered during New Student Orientation and Senior Programming in alignment with the Division of Student Affairs’ strategic planning process.
- Facilitate programs and workshops during New Student Orientation and offer follow-up programs throughout the academic year.
- Track student attendance, participation, write reports, and update websites for New Student Orientation and Senior programs.
- Plan aspects of the January New Student Orientation program for transfer students.
- Coordinate all New Student Orientation Program excursions.
- Assist in creating and sending all New Student Orientation correspondence, including parent and student newsletters and mailings.
- Assist in coordinating the First Year Formation program, including curriculum research and development, student tracking, and assessment.
- Assist the Associate Director for Student Formation in advising the Senior Week Committee and helping plan and implement senior programs.
- Coordinate new student assessment surveys. Analyzing data and evaluate programs and services for inclusion in reports.
- Assisting the Office for Student Involvement in realizing its departmental and divisional goals for the academic year.
- Assist in the assessment of the operations, programs, and opportunities offered by the Office for Student Involvement to the Rose Hill and University community.
- Additional responsibilities include assisting with program development and execution of New Student Orientation, Family Weekend, Spring Weekend, Senior Week, and Commencement events.

QUALIFICATIONS:
- Applicants must have a Bachelor’s Degree and be enrolled in a Master’s Degree program for the Fall 2019 semester.
- Preference will be given to individuals enrolled in a higher education program or related field of study.
- Previous involvement/experience in Orientation/Student Activities/Organizations preferred.

SALARY: Hourly Wage, Commensurate with experience

FLSA CATEGORY: Non-exempt

DATES OF EMPLOYMENT: August 12, 2019 – May 29, 2020 (Expected)

TO APPLY: Tom Balestracci
involvemnth@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories