TITLE OF POSITION/RANK: Graduate Intern for First Year Experience  
(Start-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Student Involvement, Lincoln Center

RESPONSIBILITIES:
Assists the office staff in the development and execution of programs related to the First Year Experience at Fordham Lincoln Center.

- Assists the Associate Director in the organization of the New Student Orientation program including a comprehensive three-day program at the start of the fall semester as well as a January one day program.
- Coordinates the Commuter Freshmen Mentor (CFM) program which pairs every incoming first year commuter student with an upper-class mentor; recruits, hires, and supervises 1 Program Coordinator and 7-9 mentors to assist new students with their transition to college.
- Advises Fordham University Emerging Leaders (FUEL) Program; recruits, selects and advises FUEL Student Leader Team to develop and implement the leadership development program hosted in the Spring Semester.
- Participates in the Family Weekend planning committee. Oversees and executes logistical operations, and assists with staffing the weekend’s activities each October.
- Assists the Associate Director with program assessment including, but not limited to, administering, collecting, and analyzing data/administers the national assessment instruments offered through the Higher Education Research Institute (HERI) related to the First Year Experience.
- Assists in maintaining the departmental web pages related to First Year Experience programs.
- Collaborates with the Associate Director and the Office of Residential Life on large-scale events for the freshmen class as part of the First Year Experience initiatives.
- Participates in long-term planning related to the Division of Student Affairs strategic planning process.
- Assists the Office for Student Involvement in realizing its departmental and divisional goals for the academic year.
- Assists with program development and execution of New Student Orientation, Winterfest Concert, Spring Fling, Senior Week and Commencement events.
- Assumes additional duties, as deemed appropriate and as assigned by the Associate Director and Director.

QUALIFICATIONS:
- Bachelor’s Degree required.
- Must be currently enrolled in a graduate program; preference will be given to individuals enrolled in a higher education or related field of study.
- Previous involvement/experience in Orientation/Student Activities/Organizations preferred.
- Must be able to work evenings and weekends.
- An understanding of working at a Jesuit institution is required.

SALARY: Commensurate with experience
FLSA CATEGORY: Non-exempt
START DATE: July 15, 2019
TO APPLY: Daniel Patterson
involvementlc@fordham.edu

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