PART-TIME POSITION ANNOUNCEMENT

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

DEPARTMENT: Office for Student Involvement
Lincoln Center

POSITION SUMMARY:
The Graduate Intern for First Year Experience assists the office staff in the development and execution of programs related to the First Year Experience at Fordham Lincoln Center.

RESPONSIBILITIES:
- 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.
- Manages the Commuter Freshmen Mentor (CFM) program which pairs every incoming first year commuter student with an upper-class mentor. Graduate Intern recruits, hires and manages 1 Program Coordinator and 7-9 mentors to assist new students with their transition to college.
- Advises Fordham University Emerging Leaders (FUEL) Program. Graduate Intern 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 Fall.
- Assists the Associate Director with program assessment-including, but not limited to administering, collecting, and analyzing data. This includes the administering of 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 in the development and implementation of in person, hybrid, and virtual student events (all in person events and event components will comply with NYC and Fordham Social Distancing and safety guidelines).
- Manages evening and weekend programming both on campus and virtually.
- Additional responsibilities include assisting with program development and execution of New Student Orientation, Club events, Winterfest Concert, Spring Fling, Senior Week and Commencement events.
- Additional duties, as deemed appropriate and as assigned by the Associate Director and Director.
- Must be available to work evenings and weekends.

QUALIFICATIONS:
- Bachelor’s Degree required.
- The pursuit of a Master’s Degree is preferred, especially in Counseling, Education or disciplines related to a Higher Education.
- Experience in leadership development, advising and student activities programming is required.
- An understanding of working at a Jesuit institution is required.

SALARY:
Hourly Rate
Commensurate with experience.

FLSA CATEGORY:
Non-exempt

START DATE:
1/10/2022

SEND LETTER AND RESUME TO:
Daniel Patterson
Associate Director for First Year Experience
Email: involvementlc@fordham.edu

No Phone Calls Please.

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