PART-TIME 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 Campus

POSITION SUMMARY:
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:
• Assists 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.
• Assists the Associate Director for Student Formation in the supervision of four undergraduate Orientation Coordinators and 200+ Orientation Leaders.
• Researches, plans, and develops specific new student programs offered during New Student Orientation and Senior programming in alignment with the Division of Student Affairs’ strategic planning process.
• Facilitates programs and workshops during New Student Orientation and offers follow-up programs throughout the academic year.
• Tracks student attendance, participation, write reports, and updates websites for New Student Orientation and Senior programs.
• Plans aspects of the January New Student Orientation program for transfer students.
• Coordinates all New Student Orientation Program excursions.
• Assists in creating and sending all New Student Orientation correspondence, including parent and student newsletters and mailings.
• Assists in coordinating the First Year Formation program, including curriculum research and development, student tracking, and assessment.
• Assists the Associate Director for Student Formation in advising the Senior Week Committee and helps plan and implement senior programs.
  Coordinates new student assessment surveys. Analyzes data and evaluates programs and services for inclusion in reports.
• Assists the Office for Student Involvement in realizing its departmental and divisional goals for the academic year.
• Assists in the assessment of the operations, programs, and opportunities offered by the Office for Student Involvement to the Rose Hill and University community.
• Assumes additional responsibilities which include assisting with program development and execution of New Student Orientation, Family Weekend, Spring Weekend, Senior Week, and Commencement events.

QUALIFICATIONS:
• Bachelor's Degree; must be enrolled in a master’s degree program for the Fall 2022 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.
• Knowledge of student involvement functions within a university, as well as a commitment and appreciation for the liberal arts, Jesuit, and Catholic educational tradition.

SALARY: $15-$21.50/Hr.

NOTE: Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: involvementrh@fordham.edu

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