PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Graduate Intern for Student Formation (Part-Time/Non-Benefited)

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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