POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Graduate Intern for Student Formation

DEPARTMENT: Student Involvement

Position Description: 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:
Assisting the Director for Student Formation with the development of programs for new students including New Student Orientation programs, First-Year Formation symposium, Senior Transitions events, and other programs designed to integrate students into the larger university community.

Specific assignments will include:
- Assisting the Director for Student Formation in the supervision of four undergraduate Orientation Coordinators and 200+ Orientation Leaders.
- Researching, planning and developing specific new student programs offered during New Student Orientation and Senior programming in alignment with the Division of Student Affairs’ strategic planning process.
- Facilitating programs and workshops during New Student Orientation and offering follow-up programs throughout the academic year.
- Tracking student attendance, participation, write reports, and update websites for New Student Orientation and Senior programs.
- Planning 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.
- Assisting the Director for Student Formation in coordinating the Senior-Year Experience Program, the “Check it Off” Series.
- Coordinating 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.
- Assisting 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 Masters Degree program for the Fall 2017 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

Dates of Employment: August 9, 2017 – May 31, 2019 (excluding summers, exact dates TBD)

Send letter and resume: Sylvia Heichel
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