



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H03145

Date: 02.15.23

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Graduate Intern for Student Formation

10-15 hours per week; 12 months per year
(Part-Time/Non-Benefited;
Maximum of 19 hours per week)

DEPARTMENT:

Office for Student Involvement
Rose Hill

POSITION SUMMARY:

This position provides an opportunity for Student Personnel Administration / Counselling 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.

ESSENTIAL FUNCTIONS:

- Assists the Director of 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 Director of 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 Director of Student Formation in advising the Senior Week Committee and helps plan and implement senior programs.
- Coordinates new student assessment surveys. Analyses 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.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree required.
- Must be enrolled or intend to enroll in a Master's Degree program.
- Knowledge of student involvement functions within a university, as well as a commitment and appreciation for the liberal arts, Jesuit, and Catholic educational tradition required.
- Previous involvement/experience in Orientation/Student Activities/Organizations preferred.
- Preference will be given to individuals enrolled in a higher education program or related field of study.

SALARY:

\$21.50-\$21.50/Hour

NOTE:

Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY:

Non-exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

Dr. Catharine McGlade, Assistant Dean for Student Involvement
involvementrh@fordham.edu

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