Orientation Intern

**General Description:** The orientation intern is a member of the orientation leadership (OL). The orientation intern will be responsible for helping with summer orientation and UNI Now. The intern will begin work in the spring semester learning about UNI Now and conducting pre planning for Orientation and UNI Now. The intern will work alongside the Orientation Coordinator in developing spring and summer training. The orientation intern needs to be independent, responsible, and willing to be a leader to their peers.

- **Time Commitment:** March 1st 2018- August 20th 2018, non- negotiable
- **Work approximately 10-15 hours during March 1st- May 4th, July 16th- August 20th**

**Compensation:**

- $9.00 per hour pay during the Spring semester
- A stipend of $2,400 from May 9th, 2018- July 17th, 2018
- On-campus housing during Summer Orientation
- Most meals during summer orientation programming and dining dollars

**Preferred Qualifications:**

- Been a member of an orientation program such as Summer Orientation, Jump Start, and/or UNI Now
- Excellent communication skills, both written and oral
- Ability to work with students and guests in person, over the phone and through e-mail
- Creativity and willingness to take the initiative
- Ability to multi-task and efficiently use work time
- Ability to solve problems and make decisions on their own
- Strong organizational skills and attention to detail
- Ability to contribute to a team-oriented environment
- Knowledge of the University
- Experience working in an office environment
- Willingness to learn
- Availability for all 2018 orientation dates: April 20, April 27. June 1, June 4-5 June 6, June 7-8, June 11-12, June 13, June 14-15, June 18-19, June 21-22, June 25-26, June 27, June 28-29, July 2-3, July 9-10, July 11, July 12-13
- Available for UNI Now 2018 August 9th- 10, August 13th- August 17th

**Responsibilities:**

- Assist with orientation sessions (April, June, July and August)
- Assist with all orientation responsibilities such as summer prep, check in procedures, group facilitation, program presentations, etc
- Provide input and feedback for the development of orientation sessions during the Spring, Summer, and Fall
- Participate in work collaboratively with offices and departments to create holistic educational sessions for each of the respective orientation programs.
- Participate in orientation sessions during Spring, Summer, and Fall
- Serve as a point of contact for new students and their guests
- Assist with the evaluation of the orientation programs
- Respond to emergencies involving guests in the residence halls
- Help with the creation and implementation of training for Orientation and UNI-Now
- Directly meet with 5 orientation staff members twice throughout the summer
- Responsible for giveaway collections for Orientation and UNI-Now
- Provide quality customer service to each student and guest
- Other duties as assigned