

## **Student Orientation and Transition Programs Summer Graduate Intern**

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Student Orientation and Transition Programs (SOTP) at Rutgers University - New Brunswick is looking for two (2) talented individuals to apply for the positions of Graduate Interns for Summer 2023. Rutgers SOTP is a vibrant office that loves to combine the tradition and legacy of our 250+ year old institution with new and innovative program components. For our staff, our work is our play. SOTP is a fun and positive environment. We value not just our work, but our relationships and our ability to support one another.

### **Institution Information**

Rutgers, The State University of New Jersey, is a leading national research university and the state of New Jersey's preeminent, comprehensive public institution of higher education. Established in 1766, the university is the eighth oldest higher education institution in the United States. More than 50,000 students and 13,000 faculty and staff learn, work, and serve the public at Rutgers locations across New Jersey and around the world. We are the region's most high-profile public research institution and a leading national research center with a global impact.

### **Student Orientation and Transition Programs Overview**

The mission of Student Orientation and Transition Programs is to welcome, prepare and engage new students and their families as they transition to Rutgers University-New Brunswick.

Over the summer, SOTP hosts 20 First-Year two-day orientation sessions for 7,500 students and 1-2 in person Transfer student experiences from June-August.

Student Orientation and Transition Programs consist of five (5) professional staff members, eight (8) orientation coordinators (OCs), sixty (60) orientation leaders (OLs), and additional staff positions when needed.

### **Graduate Position Overview**

Student Orientation and Transition Programs (SOTP) is recruiting two (2) Graduate Interns who will provide support to the student/family orientation programs. Graduate Interns will be expected to be available for the duration of training and orientation sessions, which occur late-May through early-August. The Graduate Interns will report to the Assistant Directors of Student Orientation and Transition Programs.

As a result of this hands-on and rewarding experience, the graduate interns will understand how a large state university with five campuses and 50+ campus partners functions. The graduate interns will play a key role behind the scenes in planning and implementing large-scale

orientation programs. The graduate interns will gain public speaking skills and communicate key information and resources to students.

The interns will provide assistance coordinating and implementing of many program elements including:

- Orientation student leader training for the summer
- Supervising of orientation team members through observations, 1on1/team meetings, and evaluations
- Moderating/facilitating presentations/panels for new students and family members
- Assist with orientation session preparations/logistics
- Assist with summer projects: Assessment, Logistics, Recognition, and Social Media
- Review assessment/data collection and report findings
- Overnight housing duty

### **Grad Compensation and Benefits**

- Hourly pay rate of \$15.63/hour and approximately 37.5 hrs/week, paid in bi-weekly installments.
  - Pay may be adjusted in the event of absences, suspensions, dismissal or resignation from the position
  - Graduate interns who are traveling from outside of New Jersey will receive a reimbursement for travel to and from Rutgers University up to \$200.00 dollars
- Graduate Interns will each receive a single, double-occupancy, furnished bedroom in a shared 2-bedroom apartment in the Silver Apartments. Kitchen and cooking utensils will be provided by Student Orientation and Transition Programs. For more information about Silvers Apartments please visit:  
<http://ruoncampus.rutgers.edu/silvers-apartments/>
- Graduate Interns will receive meals during some trainings and throughout orientation programs.
- A summer parking permit paid for our office (if bringing a car)
- Staff apparel will be provided
- One common summer vacation time (July 1-4, 2023)

### **Preferred Skills**

- Ability to work in a fast-paced environment
- Experience in event planning and logistics
- Experience working with first-year and transfer students
- Flexibility and adaptability
- Strong communication skills
- Public speaking skills
- Excellent time management skills
- Positive energy and enthusiasm
- Experience working with diverse groups of individuals
- Willingness to learn
- Experience working with technology to engage students