



GRADUATE STUDENT SUMMER INTERNSHIP

IDEAL CANDIDATE:

- ❖ Interest in developing college students through our leadership program, supporting their ideas and initiatives in shaping the New Student Orientation Program
- ❖ Committed to creating a welcoming environment for New Students as they begin their time at Villanova
- ❖ Enjoys a collaborative work environment, making connections with campus partners to shape staff training
- ❖ Has a bachelor's degree, is pursuing graduate school and/or has work experience in higher education or a related field

TERM OUTLINE: JUNE 1-AUGUST 23, 2023

- ❖ 30 hours/week June 1 - July 28
 - One week vacation time available, flexible terms
 - Fridays off during these months
- ❖ 50+ hours/week July 31 - August 18
 - Expected: working late nights and weekends
- ❖ 4-Day Orientation Program August 19 – 22
 - The culmination of the internship; entire timeframe is mandatory
 - Late nights and weekend work during the Orientation Program
- ❖ Opportunity for celebration and feedback August 23
 - Date is flexible or optional depending on intern's fall plans

RESPONSIBILITIES & EXPECTATIONS:

- ❖ Develop a professional relationship with the Steering Committee during Spring 2022
 - virtually, or in person as schedules allow
- ❖ Work with Director, Assistant Director, and Student Chairperson to:
 - Engage with the Steering Committee (16 student leaders) to cultivate individual relationships and a positive group dynamic.

- Manage Steering Committee Program Areas, including deadlines, script revision, format execution, ensure accurate content and positive representation of the program.
- Develop training for Steering and Orientation Staff Members (OSMs), review previous content, infuse new ideas and respond to current trends. This will include cross-campus collaboration and planning logistics.
- Plan the 4-day Orientation program with the Student Chairperson, by developing ideas/concepts into creative and engaging content, while considering location and scheduling challenges. This includes the new student and family program
- Work with on-campus partners and off-campus vendors to best meet the program's needs. This will include juggling competing interests and working to best serve the new students with available resources.
- ❖ Collaborate with the Office of Student Involvement to coordinate mid-to large-scale events throughout the 4-day Program in a supporting role.
- ❖ Assist in communication to new students and families via NovaGuides app, Transfer Student Newsletters, responding to emails from new students and families, and updating our website as needed.
- ❖ Adherence to all COVID-19 testing requirements, responding appropriately to the University guidelines. A mindset of flexibility and creative thinking throughout the planning and execution of the Program.
- ❖ Other duties as assigned on behalf of Student Life.
- ❖ Punctuality, professionalism, and serving as a responsible role model to Orientation Staff Members are essential to the success of the position.

COMPENSATION:

- ❖ \$6,000 from June 1 – August 26
- ❖ Housing provided: furnished accommodations on or near campus (own bedroom, bathroom, and kitchen facilities)
- ❖ Parking pass
- ❖ All meals will be provided during July 31- August 22

TO APPLY:

- ❖ Email orientation@villanova.edu with a resume, cover letter, and name/contact information for one professional reference by March 1, 2023
- ❖ Interviews will be offered to applicants in February and March on a rolling basis
- ❖ Email orientation@villanova.edu with any questions about the position