



## **Graduate Intern for New Student & Family Programs Student Engagement Unit Division of Student Life**

Reporting to the Assistant Dean of Initial Year & Family Engagement, the Graduate Intern will contribute to the short and long-term goals of the department and its programs. Working in a variety of areas, the Intern will use their experience to help shape the delivery of new student & family programs and services in an effort to reach the departmental outcomes supporting students' leadership development and promoting student engagement in co-curricular activities. Specifically, the intern will assist with the coordination and implementation of Special Orientation programming, New Student and Family Orientation, Weeks of Welcome, and First-Year Programming, the advising of the Get Oriented (GO) Team, and the implementation of USF101 and its Peer Mentor Program.

### **New Student & Family Programs Mission**

The mission of New Student Programs is to provide new students the information and activities needed to transition smoothly to the University of San Francisco (USF), and to promote an ongoing relationship between families of all USF students and the University in support of their students' success at USF.

### **Get Oriented (GO) Team**

GO Team strives to cultivate a community of Orientation Leaders who familiarize new students and their family members with USF and provide a successful transition into collegiate life.

### **New Student & Family Orientation (NSFO)**

Fall NSFO is a week-long orientation program that takes place the weekend before Fall semester classes begin at USF. Participants will hear from numerous university administrators, faculty members, and current students about how to thrive as a student and how family members can partner with the University to support their student's success at USF. Students are presented with the opportunity to participate in several activities that help them connect to other incoming students and the USF campus. Additionally, a one-day Spring NSFO takes place the weekend before Spring classes begin.

### **Weeks of Welcome (WOW)**

Taking place during the first two weeks of classes, WOW serves as an extended orientation that is packed with information about the many programs, services, and academic resources at USF to help make new students' transition to college easier.

### **Family Weekend**

Family Weekend is a social event that connects families to the USF co-curricular experience and provides time for them to gauge their student's success at USF.

Signature events include the following: Welcome Reception, Mini Carnival, Deans' Brunch, and the President's Luncheon.

## **USF 101**

USF101 is a one-credit course for first-year students to aid in their transition to college. Each course has a peer mentor that collaborates with the instructor and shares their insight and journey as a current student at USF.

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### **General Responsibilities**

#### **1. Assist in the recruitment, selection, evaluation, and/or training/development of student leaders:**

- Assist with the supervision of 40 undergraduate returning and first-time orientation leaders - Get Oriented (GO) Team
- Oversee the advertising, interviews, selection, evaluation, and training processes
- Assist with the planning of the GO Team Spring Retreat(s)
- Organize and schedule guest presenters from University offices and the San Francisco community to present on campus resources and relevant topics for student leaders

#### **2. Assist in creating and implementing programs to address the needs of students in transition:**

- Assist in creating a welcoming and inclusive environment for new students and their family members
- Oversee logistics of various events including, but not limited to, orientation check-in, student staff placement, and announcements
- Work closely with University staff and departments to develop programs to support the transition of new students to the USF community
- Assist with the development and implementation of office assessments and inventories to appropriately track and monitor program interest and feedback

#### **3. Assist with supporting the mission and goals of New Student & Family Programs:**

- Provide support and assistance for all programs
- Assist in the implementation and planning of large-scale events including, but not limited to, Dons Fest, Family Reception, Evening Events, Move-in Day, Off-Campus Student Program, Family Weekend, Weeks of Welcome, etc.
- Assist with publicity and marketing of programs and oversee social media outreach efforts

#### **4. Assist with the development and implementation of USF 101:**

- Support the development of USF 101 marketing, website, and social media
- Aid in the assessment of USF 101, instructors, and Peer Mentors
- Co-coordinate resources and support for USF 101 instructors
- Assist with the development and implementation of USF 101 Peer Mentor program or potentially serve as a peer mentor to first-year students
- Create and implement elements of USF 101 Peer Mentor training

## **5. Perform other duties as assigned:**

- The graduate intern is encouraged to be creative and offer new ideas
  - Serve as a liaison for New Student & Family Programs to other University departments
  - Respond to inquiries from new students and family members regarding new student & family programs (answering phones, responding to emails, etc.)
  - Assist with maintaining and updating the Orientation and GO Team website
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## **Professional Competencies**

Outlined by ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2016), the primary competency areas that the graduate intern will develop, include:

### **Organizational and Human Resources (OHR)**

- Student affairs professionals bring personal strengths and grow as managers through challenging themselves to build new skills in the selection, supervision, motivation, and formal evaluation of staff; resolution of conflict; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology, crisis management, risk management, and sustainable resources.

### **Leadership (LEAD)**

- Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, affect change in organizations and respond to broad-based constituencies and issues. This can include working with students, student affairs colleagues, faculty, and community members.

### **Advising and Support (A/S)**

- Providing advising and support to individuals and groups through direction, feedback, critique, referral, and guidance. Through developing advising and supporting strategies that take into account self-knowledge and the needs of others, we play critical roles in advancing the holistic wellness of ourselves, our students, and our colleagues.

### **Social Justice and Inclusion (SJI)**

- A process and a goal to create learning environments that foster equitable participation of all groups while seeking to address and acknowledge issues of oppression, privilege, and power. Seeking to meet the needs of all groups, equitably distributing resources, raising social consciousness, and repairing past and current harms on-campus communities.

A complete list of competencies can be found at [www.naspa.org](http://www.naspa.org) or [www.myacpa.org](http://www.myacpa.org).

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## **Qualifications**

Enrollment in a Masters program required; School of Education preferred. Generalist experience in student affairs is preferred in the areas of orientation, transition, and student leadership development. Applicant must have a solid understanding of the needs of new students, facilitation, advising/supervising student leaders, and event

planning. The ability to work independently, be flexible, and to complete tasks in a timely manner would be ideal traits in a successful candidate. Proficiency with Microsoft Word, Excel, and PowerPoint is required.

**Time Commitment and Compensation**

A full-year commitment is required. Must reapply at the end of the 1st year for a 2nd term. The intern will work M-F (some evenings and/or weekends required) at a rate of \$25.00 per hour for up to 370 hours per semester (plus 98 additional hours in the summer), 25 hours per week for 2 weeks prior to the semester starting, 20 hours per week during the semester. Funding support for professional development in the amount of \$350 will be provided by the host department. Please note all compensation is taxable.

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**Hiring Manager:**

Lamonte Stamps, Assistant Dean, Initial Year & Family Engagement