

## **Student Life Center – New Student Experience Intern**

**Department:** Student Life Center – New Student Experience

### **Position Description:**

The Student Life Center – New Student Experience reports to the Director of New Student Experience and is responsible for supporting programming, working with student groups, and arranging logistics related to first-year and second-year experience programs.

### **Primary Internship Responsibilities:**

- Assist with implementation of all FYE initiatives
- Assist with Peer Leader (PL) meetings and training
- Meet individually with PLs to monitor progress, trouble shoot, and provide feedback
- Publicize campus events in the First-Year Experience portal (Jacket Connect) site
- Prepare and organize paperwork related to FYE, specifically to ensure payment to PLs are fulfilled in a timely manner
- Assist with the evaluation of the effectiveness of the PL position
- Monitor and update FYE Faculty and PL Canvas site as necessary
- Assist with recruitment and selection efforts of PLs during the year
- Collect and organize data for matching of Peer Leaders with instructors and FYE
- Provide written end-of-semester report and maintain current records of events
- Other duties as assigned based on need and interest

### **Preferred Background and Skills:**

- Enthusiasm for working with undergraduate students in both formal & informal settings
- Experience in programming, event planning and/or peer education
- Excellent oral, written and personal communication skills
- Advanced computer skills and willingness to learn new technology
- Understanding/awareness of cultural competence & ability to work in diverse groups
- Ability to manage multiple projects at one time and meet deadlines
- Ability to work as a team member and build collaborative relationships

**Special Hours:** Occasional evening and weekend work required.