

The Office of New Student Transition Programs seeks enthusiastic, outgoing, and knowledgeable students to help welcome and support our new incoming Sycamores! Orientation Leader Interns should be ready to learn, lead, be challenged, grow, and serve. This full-time, paid position is an excellent opportunity to learn about large-scale event planning and higher education administration, and is a rewarding experience that provides opportunity for both personal and professional growth. ***If approved, the Orientation Leader Internship has opportunity for academic credit.***

Orientation Leader Interns will gain skills in areas including, but not limited to:

- Leadership
- Teamwork
- Public Speaking
- Group Facilitation
- Goal Setting, *and*
- Conflict Management

OL Interns are expected to work together through relationship building, leadership development, and institutional knowledge training. OL Interns will work alongside professional, graduate and undergraduate staff, and collaborate with campus partners to create a positive and informative experience for new Sycamores and their family members.

Qualifications:

- Attained at least a 2.5 semester GPA and remain in good conduct standing
- At least one semester completed at ISU as a full-time student (at least 12 earned credit hours), with the intention to return for the Fall 2022 semester
- Display commitment to the mission and values of Indiana State University
- Demonstrate aptitude to work independently and effectively with diverse populations, both in - person and virtually
- Exercise open-mindedness, a willingness to step outside of their comfort zone, and understand issues from an alternative point of view
- Ability to speak publicly, both in small and large groups; lead, and facilitate group dialogue
- Demonstrate critical thinking skills and problem-solving abilities
- Exhibit strong written and verbal communication skills across diverse populations

Job Duties:

- Serve as a positive representative of Indiana State on a broad range of topics including both academic and co-curricular experiences
- Provide general administrative assistance to professional and graduate staff in the operations of State Orientation

- Actively participate in spring and summer training sessions
- Lead an orientation group; motivate and assist students during virtual or in-person sessions and activities
- Facilitate small and large groups of incoming students on college transitional issues
- Provide student perspective to family members
- Introduce students and families to Indiana State support services and resources
- Serve as a point of contact during the months of June-August to answer student questions
- Work in both a structured and flexible work environment
- Work closely, collaboratively, and cooperatively with NSTP professional and graduate staff, as well as campus partners
- Effectively address behaviors of concerns in students, families/guests, and fellow team members
- If approved, register and successfully complete the appropriate internship course to receive academic credit

Dates of Employment:

March 18th – Orientation Leader Introductory Training

April 23rd – Orientation Leader Retreat

May 16th-May 27th, 31st – Orientation Leader Training

June 1st-June 29th – State Orientation Programs

Optional opportunities in July and August

Compensation:

Approximate stipend of at least \$1700

On-Campus Housing throughout May (training) and June (State Orientation two-day programs)

Meals throughout May (training) and June (State Orientation two-day programs)