

2023-24 Student Transition Experiences Intern

General Information: Orientation & Transition Experiences works to provide quality transitional experiences that maximize students' potential for personal and academic success. Orientation & Transition Experiences is responsible for planning and implementing the University's Orientation, Welcome Week, and Student Transition programs, which are an integral part of the college experience.

Position Description: The Student Transition Experience Coordinator is responsible for the development and implementation of small (5-20) and mid-sized (50-250) events and programs serving first-year students, transfer students, second-year students and other special sub-populations of students. Specific duties will be divided between a small team of 3 Student Transition Experience Interns but include event planning and logistics including budget planning, supply ordering, marketing, implementing, and following up with about 5-8 events per month.

Compensation & Hours: Student Transition Experience Intern will be paid \$15.00 per hour during summer 2023 and academic year 2023-24 with the opportunity for additional hours during summer and break periods. Leading up to and during Welcome Week, you may be asked to work up to 40 hours per week. This role has a combination schedule with about half the time spent in the office during the hours Monday through Friday between 8:00 a.m. - 4:30 p.m., staffing events may require work outside of this time, mostly through Monday - Thursday evenings before 8:00 p.m. The work schedule will be flexible around class schedules.

How to Apply: To apply for this position go to <https://z.umn.edu/ote-steintern> and complete an application. The priority deadline to apply is Friday, April 21.

Office Responsibilities

- Offer support and assistance to professional staff through engagement in various projects.
- Pursuing an active role in supporting front desk operations, including answering phone calls, if the Office Assistant requires support.
- Supporting office initiatives and events related to the matriculation process.
- Balancing academic responsibilities with the requirements of the position.

Position Specific Responsibilities:

- Support the planning and execution of all student transition experiences programming within Orientation & Transition Experiences
- Support the transition experience of all new students starting after orientation, including during Welcome Week and through the academic year.
- Plan, execute and evaluate programming for Living Learning Communities serving out-of-state students (At Home in MN), transfer students (Transfer Student Experience), and second year students (Second-Year Experience) and other populations who may need additional support (BIPOC, First-Gen, Commuter, etc.)

- Assist with recruiting and training of Transfer Insiders (approx. ~10 students) who serve as informal peer mentors for transfer students.
- Submit content for the Class of 20XX eNewsletter, Transfer Student Engagement emails, Second Year Experience eNewsletter, and websites that serve all three populations.
- Engage first-year, transfer and second year students through social media efforts as well as within Salesforce communities (training will be provided)
- Maintain and document attendance records for all events. Specifically, inputting event and attendance information into Salesforce and the Transition Hub.
- Communicate trends gathered from events, social media, research, etc. with appropriate professional staff.
- Respond to questions and inquiries from students through management of specific email accounts.
- Support the OTE professional staff as needed during OTE events.

Position Qualifications:

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- Cumulative GPA of 2.75 or higher to be maintained throughout employment and reviewed each semester
- Enrolled full time (13 credits) as a student through at least Fall 2023 semester, and not enrolling in Summer 2023 courses
- This person has multitasking and strong organizational skills, and has a very strong aptitude for detailed information.
- Demonstrated time management skills
- Can positively receive and utilize constructive feedback
- Ability to receive and delegate tasks
- Self-accountability
- Desire to serve new and continuing students transition to and through the University.
- Commitment to diversity, equity, and inclusion
- Demonstrated awareness of self and others
- Not planning to study abroad Summer 2023, Fall 2023, or Spring 2024
- Preferred Qualification: Former STE Intern and or prior involvement with a program that serves new students

2023 Important Dates:

Friday, April 21	Application Deadline
April 27 & 28	Individual Interviews
Week of May 8	Notification of offer
July 6 & 7	Training & Onboarding begins for STE Interns
Mid-July through Mid-August	STE Program Planning & Support
August 30-September 4	Welcome Week Support*

*From mid-August through Welcome Week (8/30-9/4) you can anticipate working up to 40 hours per week during this time. During the academic year, interns have the opportunity to request time away during break periods and/or work more than 15 hours if previously agreed upon or requested by the supervisor. There is an opportunity but no guarantee for students to return for a second year in this position.