2019 NC State NODA Orientation Internship

NC STATE UNIVERSITY
NEW STUDENT PROGRAMS
ABOUT NC STATE

The Home Of
THINK AND DO

With more than 24,000 undergraduate students, North Carolina State University is a comprehensive, public, land-grant university.

➢ Best known for its leadership in education and research, and globally recognized for its science, technology, engineering and mathematics leadership.

➢ In Fall 2018, NC State enrolled 4,976 first-year students and 1,364 transfer students.

➢ NC State was recognized in 2017 by Money magazine as the “#1 best college for your money in North Carolina” and by U.S. News & World Report “#5 best value among public universities nationally”.

WELCOME TO RALEIGH

NC State is located in downtown Raleigh, North Carolina, which blends the fun and excitement of a big city with the hospitality and charm of a small Southern town. North Carolina’s capital city is located in the heart of the state’s Triangle region, which is home to a number of other colleges and universities, and is minutes from world-renowned Research Triangle Park. Situated midway between the Blue Ridge Mountains and the Atlantic Ocean, the beach and the mountains are never more than a two to three-hour drive away.
Mission Statement
New Student Programs addresses the holistic needs of each new NC State student to create a foundation of success. Based on the core value that people matter, we achieve this through:

- **Cultivating** strategic partnerships across the university
- **Promoting** an environment of personal responsibility
- **Fostering** inclusivity through a shared campus identity
- **Partnering** with parents and families
- **Preparing** and empowering student leaders to serve the campus
- **Striving** to be innovative in meeting the needs of our community

About New Student and Family Orientation
New Student Orientation, a program that is required for all first-year and transfer students, helps students prepare for their transition into college life as well as the challenges and opportunities that lie ahead—intellectually, emotionally, academically, and socially. Concurrent Family Orientation programs are offered for parents and family members so they can learn about University resources and processes.

- 19 First-Year Sessions for approximately 4,900 students and their families
- Four Transfer Sessions for approximately 1,200 students and their families
- Sessions are college or program based to introduce students to their academic home
- Student leadership includes 42 Orientation Leaders and four returning Student Coordinators

NSP’s Signature Programs:
New Student and Family Orientation
Summer Start
Welcome Weeks
Common Reading Program
Year One Series
QUALIFICATIONS

Required Experience & Skills:

➢ Completed at least one year of a master’s program in higher education, student affairs, or college student personnel

➢ Previous experience advising and/or supervising students

➢ Ability to work independently and as part of a highly collaborative team of professionals and student leaders

➢ Actively fosters a culture that promotes diversity and inclusion

➢ Articulates a foundational understanding of social justice and inclusion within the context of higher education

Preferred Experience & Skills:

➢ Previous experience in orientation or transition programs

➢ Previous experience in program or event planning

➢ Excellent written and oral communication skills

➢ Attention to detail and the ability to multi-task in a fast-paced environment

➢ Previous experience in student leader or employee training and development

Above all, candidates should possess flexibility and a desire to learn and grow from the internship experience.
Responsibilities

- **ASSIST** with the implementation of a comprehensive schedule of Orientation programs including 19 first-year student sessions, four transfer student sessions, and concurrent family programs

- **CO-SUPERVISE** a team of 42 Orientation Leaders and four Student Coordinators under a model of team supervision

- **FACILITATE** student leader training sessions for Orientation Leaders and Student Coordinators

- **PROVIDE** on-site assistance to new students and campus partners in course registration labs

- **COLLABORATE** on the daily creation of staff work schedules

- **COORDINATE** aspects of student staff assessment and lead individual evaluation meetings

- **ASSIST** Orientation guests and campus partners throughout the Orientation program

- **PLAN** and execute staff events including Orientation Leader Graduation and the End of Summer Party

Benefits

- **$4000** stipend for the summer employment period

- **ON-CAMPUS HOUSING**
  
  Single furnished bedroom with its own bathroom and micro-fridge
  
  Hall features include access to internet, cable TV (for an extra charge), and a large community lounge and kitchen
  
  Within walking distance to the New Student Programs Office and many amenities on Hillsborough Street including restaurants and Target
  
  On-site parking is available for purchase

- **MEALS** will be provided to interns during Orientation sessions
  
  An additional $200 campus dining card will be provided for other meals

- **OPPORTUNITY** to meet with campus partners and other colleges and universities in the area based on your goals and interests

- **OPPORTUNITY** to attend the NODA Region VI Conference on March 15-17, 2019 (not required)
MAY 13
NODA Intern Anticipated Start Date

MAY 13 - 21
NODA Intern Training and Orientation Prep

MAY 22 - JUNE 4
Student Coordinator Training and Orientation Prep

JUNE 5 - 16
Orientation Leader Training

JUNE 17 - JULY 31
Orientation Sessions

AUGUST 2
NODA Intern Anticipated End Date

HOLIDAYS

MAY 27
Memorial Day

JULY 3-5
4th of July Break
“I applied for the NODA Orientation Intern position with New Student Programs at NC State because the position description aligned with areas of growth I wanted to gain during a summer internship experience. However, this experience was beyond just the job description. Throughout the internship, there was a clear commitment to my own development and learning. I was welcomed onto the collaborative team and consistently encouraged to contribute my own previous experiences and opinions as a member of the team. I was also appropriately challenged with independent projects and assignments to further develop my experience with large-scale programming for new students and supporting the individualized needs of student staff members and new students and families. This experience gave me the opportunity to develop meaningful relationships with professional staff and student staff which made me feel welcomed and supported within this role. Being part of the #NSPFam has reminded me why I wanted to pursue student affairs as a career while also preparing me with essential skills as a soon-to-be professional in the field.”

Patrick Rogers, 2018 NODA Intern

“In working with the office of New Student Programs as a graduate assistant, I’ve been shown practices in professionalism, project management, and inclusion in a way that has fundamentally enhanced my understanding of this field. In this office, we believe people matter, and embody that mission in our daily work. New Student Programs staff work tirelessly to provide robust and meaningful experiences for students throughout their transition to college. Not only will you have the opportunity to see incredibly thoughtful planning, but you will also learn what it means for an office to prioritize students and their development. It is impossible to be surrounded by this exceptional professional and student staff and not want to take on challenges to grow in your own professional development. New Student Programs fosters an environment that will challenge you to grow and support you through those obstacles. I could not be more grateful for my time with the #NSPFam.”

Hannah Finkelstein, 2016-2017 Graduate Assistant

“My summer at NC State was greatly rewarding, both professionally and personally, and I found everything I was looking for in a summer internship experience. I sought experience working with an overnight program at a large public institution, a co-intern, supervision and training opportunities, presentation experience, a better understanding of first-year and family transition programs, and the space to work closely with undergraduate student leaders. I couldn’t believe I succeeded in obtaining all of those experiences and so much more!”

Kylie Stamm, 2015 NODA Intern

“My summer spent at NC State was incredible. I learned so much about summer orientation and the first-year experience, as well as the entire institution. Everyone I met, from the Orientation Leaders and Student Coordinators to the professional staff were so welcoming and did everything they could to make my summer impactful, fun, and memorable. The NSP staff is truly committed to providing a fantastic experience for newest members of the Wolfpack family.”

Holly Lovern, 2015 NODA Intern

“I’ve never worked with a group of people who were so committed to my professional development until I worked with NSP. The professional staff, Student Coordinators, Orientation Leaders, and my co-intern inspired me every day to grow and stretch in ways I didn’t think possible. Personally, I gained so many more experience I can speak to that will keep me competitive in the full-time job search process. From my first project with assessment to my first time supervising an OL team, I am now well-equipped with a wide range of accomplishments. I am so thankful for all the memories I made this summer and the bonds I have kept with students and NSP staff. I can truly say that I feel a part of the Wolfpack Family.”

Casey Padgett, 2014 NODA Intern

“Spending a summer in Raleigh and with the NSP office has by far been one of my fondest experiences within the field of Student Affairs. The University and its faculty, staff, and students far exceeded any and all expectations I had for my internship. The professional staff team were amazing to work with! They not only cared about my development and role as a staff member, but also worked intentionally to develop me as a new professional in higher education.”

DJ Mahoney, 2014 NODA Intern
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go.ncsu.edu/NODAIntern

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