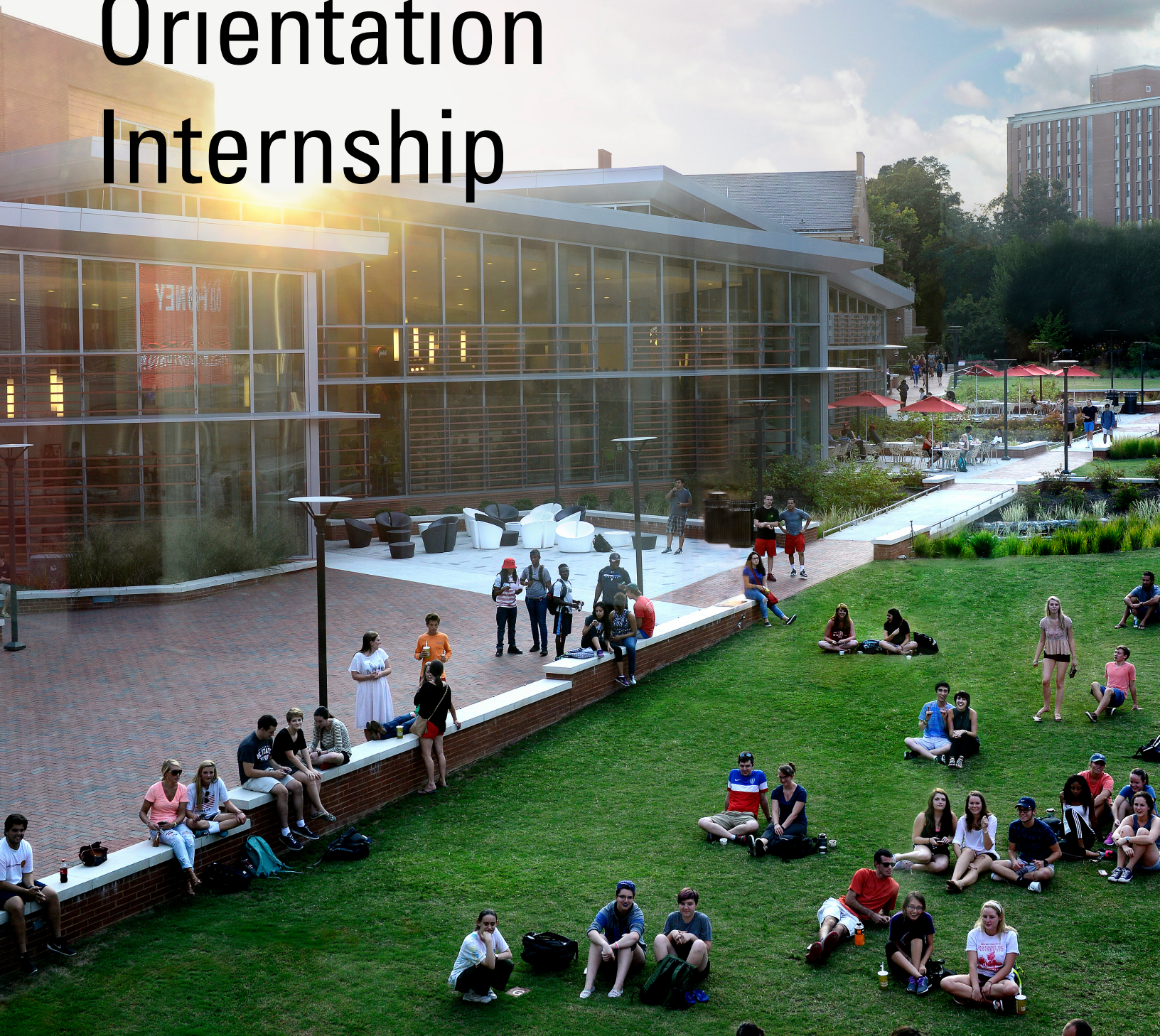


# 2025 NC State Orientation Internship



**NC STATE UNIVERSITY**  
**NEW STUDENT PROGRAMS**



## ABOUT NC STATE

# The Home Of **THINK AND DO**

With more than 27,000 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 2024, NC State enrolled approximately 5,800 first-year students and 1,600 transfer students.
- NC State was recognized in 2024 by Money magazine as the “#2 best public college in North Carolina” and by the Princeton Review as the “#9 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.

# NSP AND ORIENTATION AT A GLANCE

## Mission Statement

New Student Programs addresses the holistic needs of each new NC State student to create a foundation of success.

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. A concurrent Family Orientation program is offered for parents and family members so they can learn about University resources and processes.

- Twenty five first-year sessions for approximately 5,800 students and their families
- Five transfer sessions for approximately 1,600 students and their families
- Sessions are traditionally college or program based to introduce students to their academic home
- Student leadership includes approximately 36 Orientation Leaders and 4 returning Student Coordinators



## NSP's Signature Programs:

New Student and Family Orientation  
Summer Start  
Welcome Weeks  
CliftonStrengths for Students  
Transition Programming  
Second-Year Initiatives



# QUALIFICATIONS

## Required Experience & Skills:

- Completed at least one year of a master's program in higher education, student affairs, college student personnel, or a similar field
- 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 welcoming culture for students and families

## 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.**



# ORIENTATION INTERN

## Responsibilities

*The responsibilities listed below are not exhaustive and may be split amongst the selected intern team.*

- **ASSIST** with the implementation of a comprehensive schedule of orientation programs including 25 first-year student sessions, 5 transfer student sessions, and concurrent family programs
- **CO-SUPERVISE** a team of Orientation Leaders and 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 various capacities
- **COLLABORATE** on the daily creation of staff work schedules
- **COORDINATE** aspects of student staff assessment and lead individual evaluation meetings
- **PLAN** and execute student staff community building events, including Orientation Leader graduation and the end-of-summer banquet
- **COORDINATE** with campus partners to implement technical aspects of orientation presentations
- **PRESENT** at orientation events for new students and families

## Benefits

- Earn approximately **\$8,000** over the summer at a rate of **\$16.00/hour** (40 hours/week with some evening and weekend obligations)
  - Eligible for overtime for any hours over 40 per week
- **ON-CAMPUS HOUSING (Not Required)**
- **MEALS** will be provided to interns during orientation sessions
- **OPPORTUNITY** to meet with campus partners and other colleges and universities in the area based on their goals and interests

*All new hires at the university are contingent upon Chancellor approval and budget availability.*



# TIME COMMITMENT

**Move-In:** Tuesday, May 13

**Graduate Intern Training:** Wednesday, May 14 - Friday, May 23

- Typically 8:30 a.m. - 5:00 p.m.
- Do not have to work weekends/holidays

**Student Coordinator Training:** Wednesday, May 21 - Friday, May 30

- Typically 8:30 a.m. - 5:00 p.m.
- Do not have to work weekends/holidays

**Orientation Leader Training:** Sunday, June 1 - Monday, June 9

- Typically 8:00 a.m. - 5:00 p.m.
- Some evening and weekend obligations required

**Orientation Sessions:** Tuesday, June 10 - Thursday, July 31

- 45 hours per week (approximate) with number of hours ranging from 30 per week to 50 per week depending on the orientation calendar
- Some evenings, including one night per week (5:30-9:30 p.m.)

**Anticipated End Date & Move-Out:** Friday, August 1

**Please note, all time frames above are tentative and subject to change based on Orientation planning. Any changes will be discussed and communicated in a timely manner.**

## Former Intern Testimonials

**"I was tasked with projects and responsibilities that I have never had before, but New Student Programs gave me the tools and mentorship to take these things on and to be a leader. I developed skills like project management, leadership, customer service, and overall mentorship, and I learned how to be a beacon of trust for a group of Orientation leaders."**

- David Nguyen, 2024 Graduate Intern

**"I was able to strengthen my communication, supervision, and logistical skills as a graduate intern, and I'm grateful to have experienced a space where we get our work done and still have fun. I will forever be grateful for this internship providing a strong foundation for my future career endeavors."**

- Chazzlyn Jackson, 2024 Graduate Intern

# JOIN OUR PACK!



Apply to be a 2025 NODA Intern  
[go.ncsu.edu/nsp-intern](https://go.ncsu.edu/nsp-intern)

NEW STUDENT PROGRAMS

**CHECK US OUT**

  @NCStateNSP  
[newstudents.dasncsu.edu](https://newstudents.dasncsu.edu)