TITLE OF POSITION: Graduate Intern for First Year Experience

DEPARTMENT: Office for Student Involvement

RESPONSIBILITIES: Assisting the office staff in the development and execution of programs related to the First Year Experience at Fordham Lincoln Center. Specific assignments include:

- Assists the Associate Director in the organization of the New Student Orientation program including a comprehensive three-day program at the start of the fall semester as well as a January one day program.
- Supports the Associate Director with the Commuter Freshman Mentor Program, including programming geared towards new commuter students at the Lincoln Center Campus.
- Advises Fordham University Emerging Leaders (FUEL) Program. Graduate Intern recruits, selects and advises FUEL Student Leader Team to develop and implement the leadership development program hosted in the Spring Semester.
- Participates in the Family Weekend planning committee. Oversees and executes logistical operations, and assists with staffing the weekend’s activities each October.
- Assists the Associate Director with program assessment-including, but not limited to administering, collecting, and analyzing data. This includes the administering of the national assessment instruments offered through the Higher Education Research Institute (HERI) related to the First Year Experience.
- Assists in maintaining the departmental web pages related to First Year Experience programs.
- Collaborates with the Associate Director and the Office of Residential Life on large scale events for the freshmen class as part of the First Year Experience initiatives.
- Participates in long-term planning related to the Division of Student Affairs strategic planning process.
- Assisting the Office for Student Involvement in realizing its departmental and divisional goals for the academic year.
- Additional responsibilities include assisting with program development and execution of New Student Orientation, Winterfest Concert, Spring Fling, Senior Week and Commencement events.
- Additional duties, as deemed appropriate and as assigned by the Associate Director and Director.

QUALIFICATIONS:

- Bachelor’s degree, leadership experience required.
- The pursuit of a Master’s Degree is preferred, especially in Counseling, Education or disciplines related to a Higher Education.
- Experience in leadership development, advising and student activities programming is required.
- An understanding of working at a Jesuit institution is required.

SALARY: Commensurate with experience

HOURS: Approximately 19 hours, office and Evening/Weekend programming hours per week

STARTING DATE: June 18, 2018

SEND LETTER & RESUME:
Daniel Patterson
Associate Director for First Year Experience
Email: involvementlc@fordham.edu
No phone calls please.

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