



2017 Orientation Program Intern Position Description

What is an Orientation Program Intern?

Orientation Program Interns assist with a variety of components throughout both the freshmen and transfer orientation programs. Many of their tasks involve managing key logistics that help programs run successfully. In addition, Orientation Program Interns welcome new freshmen and transfers students while responding to any questions or concerns.

Roles & Responsibilities

- Create a welcoming and inclusive environment for all new incoming freshmen and transfer students
- Manage both the check-in and check-out process for all programs
- Interact with groups of students and family members at various sessions throughout the program
- Provide in depth knowledge surrounding campus resources, departments, involvement opportunities, and the orientation program
- Represent NIU in a positive, responsible, and honest manner
- Work closely with members of Orientation & Family Connections to produce engaging, informative, and successful orientation programs

Minimum Qualifications

- Must be a returning, full-time, undergraduate student for the spring 2017 and fall 2017 semesters
- Willing to work 28 hours a week during summer training and orientation programs
- Able and willing to live in a residence hall for all orientation programs
- Ability to attend ALL required training sessions and orientation programs
- Good academic standing, with a cumulative GPA of 2.5 or higher
 - GPA checks will be conducted for all applicants immediately following the application deadline
- Good disciplinary standing
 - University background checks will be conducted for all applicants through the Office of Student Conduct immediately following the application deadline
- Ability and desire to learn and grow within all areas including but not limited to:
 - Verbal and nonverbal communication
 - Leadership
 - Critical thinking
 - Conflict management
 - Organization
 - Diversity and inclusion

- Must have a positive attitude toward NIU and the willingness to share your experience with new incoming students

Compensation & Benefits:

- \$1,750 stipend for the summer
- Free housing in NIU residence hall for the summer
- Free meals while orientation is in session
- Paid hourly rate during all training sessions (including summer training)
- Orientation polo provided

Mandatory Dates:

Orientation Program Interns **MUST** be available during the following dates. The inability to attend all of the dates listed may result in your disqualification from the position.

Spring Training

- Wednesday, February 22 (4:00-6:30 p.m.)
- Wednesday, March 8 (4:00-6:30 p.m.)
- Wednesday, March 22 (4:00-6:30 p.m.)
- Wednesday, March 29 (4:00-6:30 p.m.)
- Reading Day: Friday, May 5 (9:00 a.m.-12:00 p.m.)

Summer Training

- Monday, May 22-Wednesday, June 7

Freshmen Orientation Programs

- June 8-9, 12-13, 19-20, 22-23, 26-27, 28-29
- July 18-19, 24-25, 27-28
- August 3-4, 7-8

Transfer Orientation Programs

- June 16, 21
- July 20, 26, 31
- August 1, 2, 11

Application & Selection Process

PHASE 1: Attend a 101 Session

Attendance at ONE 101 session is **REQUIRED** for all qualified candidates. During this session, candidates will learn more about the Orientation Leader and Orientation Program Intern positions, the application and interview process, and from past staff who will share the benefits the position offers. Questions are welcomed!

PHASE 2: Complete and submit the online application

The application has six components: General and contact information, academic background, NIU and community activities, essay questions, references, and your signature. You must

complete the ENTIRE application in order to apply. The application can be found at www.go.niu.edu/OLAPP.

NIU and Community Activities: Please list ALL involvements outside of school along with the amount of hours you spend on each one during any given week. (Examples: Student organization, Greek life, full/part-time job, religious organization, intramurals, etc.)

Essay Questions: Please keep all responses to no more than 200 words per question. Please pay close attention to grammar, spelling, and punctuation as this portion of the application is considered in your candidate progress.

References:

- Please provide two names along with their contact information
- One reference MUST currently be associated with NIU
 - graduate students are acceptable
 - undergraduate students ARE NOT ALLOWED
 - family members ARE NOT ALLOWED

NIU References could include:

- Professor/Instructor
- Hall Director/Complex Coordinator
- Graduate Hall Director
- On-campus supervisor

Personal references could include:

- High school teachers
- Current/former supervisors
- Coaches
- Religious leaders

PHASE 3: Participate in Selection Workshop

If you are invited to this phase of the selection process, you will attend a one-time group interview session. This is an interview, therefore, please dress in business casual. During this interview, you will participate in various group and individual activities to help us get to know you and what you could bring to the position. Attendance at one Selection Workshop is REQUIRED.

PHASE 4: Individual Interview

If you are invited to the final stage of the selection process, you will interview with various members of the Orientation & Family Connections staff. Please dress in business casual for this portion of the selection process.

Questions? Contact us at orientation@niu.edu or (815) 753-1535