2011-2012 Graduate Internship-Orientation and Family Program

Thank you for your interest in a 2011-2012 Graduate Intern position with Orientation and Family Programs (OFP). Graduate Interns fulfill an integral role within OFP by working to assist in the facilitation of Orientation Leader Recruitment; ROWDY’S Camp; Family Weekend; the Orientation Leader Association Best Fest booth, spring/summer/fall orientation programs, Orientation Advisory Board; Residential Learning Community Class & Orientation Leader Training Class and general overall support of the office.

Graduate Intern Timeline

Intern Orientation/Training (Week 1) - This week is dedicated to providing UTSA/department/job responsibilities orientation and necessary training for the Intern.

Intern Work Experience (Week 2 to 15) - This is the weekly work schedule that the Intern will complete as a part of their placement with Orientation and Family Programs. It will consist of accomplishing job responsibilities; on-going training and professional development opportunities.

Final Evaluation (Week 15) - The final evaluation meeting is conducted this week between the Intern and the Internship Supervisor.

Graduate Intern Job Description

Objective 1: To gain an understanding of the role of orientation programs/services in higher education

Learning Outcomes:

**ORIENTATION**
- Assist the Director, Associate and Assistant Directors of Orientation and Family Programs (OFP) with aspects of the planning and implementation of Orientation programs for the fall, spring and summer semesters
- Assist with all aspects of Orientation Staff recruitment including but not limited to: marketing-creating flyers, banners, staffing information tables, creating Paisano ads, and holding information sessions with various student groups; selection-reading applications, conducting group and individual interviews and making final recommendations for selection
- Assists in the coordination of the Orientation Leader Association Best Fest Booth
- Assist in the development of the Orientation Leader Training Class course modules and supporting materials
- Assist with the planning/implementation of the Orientation Advisory Board meetings
- Other orientation duties as assigned

Objective 2: To increase awareness of successful strategies students use to overcome barriers to academic and social success in college.

Learning Outcomes:

**ROWDY’S CAMP**
- Assist with the overall planning and implementation of ROWDY’S CAMP
- Assist with the recruitment, selection and training of all ROWDY’S CAMP LEADERS
- Assist with the all ROWDY’S CAMP supporting materials/publications (Confirmation Letter, Camper’s Guide and Leader’s Guide)
- Assist with the ROWDY’S CAMP Evaluation Process including the creation, distribution, collection and tabulation of the evaluation
- Other ROWDY’S CAMP duties as assigned

**FAMILY WEEKEND**
• Assist with the overall planning and implementation of ROWDY’S CAMP
• Assist with the all the Family Weekend supporting materials/publication
• Assist with the Family Weekend Evaluation Process including the creation, distribution, collection and tabulation of the evaluation
• Assist with the preparation and implementation of the Parent Council Meeting for fall
• Other Family Weekend duties as assigned

INSTRUCTION/COURSE DEVELOPMENT
• Assist with the overall planning and development of the OL Training Course and Course Modules
• Assist with the instruction and class management of the Residential Learning Communities-Leadership Class

Objective 3: To gain an understanding of the daily function of role of orientation programs/services in higher education

Learning Outcomes:

GENERAL
• Help the Senior Administrative Associate and Administrative Associate answer the phones and assist with office walk-in visitors
• Assist with computer work, mailings, copying, office errands, and other administrative duties as assigned
• As needed, assist the Directors with special projects i.e departmental marketing and outreach
• Other Orientation and Family Programs’ duties as assigned

REPORTS TO: The Director/Associate Director(s) of Orientation and Family Programs jointly

WORK SCHEDULE: This is a one semester position from September 2011 to December 2011 with flexible hours between 8 a.m. – 5 p.m., M – F with occasional work available on the weekends and after 5pm weekdays. The final work schedule is as follows: Mondays from 8am to 1pm and Tuesdays from 8am to 1pm.

INTERNSHIP PROPOSED WORK SCHEDULE 2011 Fall

Start Date: August 30-September 3 (Week 1)

Hours Per Week: 10 hours a week or more

End Date: December 6-10 (Week 15)

Potential Assignments

Teaching: Lisa teaches a Residential Learning Community Class-Intern can assist-August to December

Spring Orientation Preparation and Implementation: August to December
OL Class Preparation: August to December

Orientation Advisory Board Meetings: September to December

ROWDY’s Camp: October

OL Interview Dates: October

Parent Council Meeting: Fall

Family Weekend: October

Best Fest Booth with Orientation Leader Association: October