

Hofstra University – Graduate Orientation Intern - Summer 2024

Position Description:

Hofstra University's NODA Internship Program is designed so that the Interns will gain valuable insight into varied methods of planning and implementing orientation, transition, and retention programs. Interns can be involved in many different aspects of orientation, to expand their knowledge base and understanding of the diversity in programs, to develop an extensive support and mentor base, and to experience a variety of related areas. The purpose of the internship is to provide an opportunity for qualified graduate students to obtain on-the-job, supervised experience in preparation for career opportunity enhancement and professional competence.

Hofstra University runs seven sessions of a three-day, two-night orientation program throughout the summer for new first-year students. New Student Orientation is housed within the Office of Orientation and New Student Programs. Interns are closely supervised by the Assistant Director and Director of Orientation. The Graduate Intern positions require 25 hours per week of office hours, in addition to attendance at all evening orientation events. Each Intern is responsible for assisting with the supervision of student staff and the overall program after office hours under the supervision of the Assistant Director and Director of Orientation. Generally, each Intern will have the opportunity to, among other things: provide personalized assistance and excellent customer service to new students and families; implement evening programming for new students; inform students of and refer students to appropriate resources; mentor students; and assist with supervision of the orientation staff. The Interns also assist in maintaining a safe and orderly environment and explaining and enforcing University rules and regulations.

In addition to the above general responsibilities, there are three Graduate Intern positions available, with separate, specialized duties pertaining to the orientation program.

- **Information Management and Customer Service:** Assign orientation dates, maintain the orientation database, and answer phone and email correspondence, as well as provide back up in areas such as lockouts, crisis management, incident reporting after hours, or maintenance emergencies. This position serves as orientation's central communication center maintaining up to date information with orientation staff, departments within the institution, students, and families.
- **Residential Operations:** Oversee the room assignment process for all student attendees. This includes assigning rooms, creating key packets, supervising the morning check-in and afternoon check-out process and working with Conference Services on any facilities and maintenance concerns. This Intern will assist in the event of lockouts, maintenance emergencies, and in crisis management or incident reporting after office hours.
- **Staff Development and Logistics:** Assist in orientation leader training and supervision by working closely with the Assistant Director. Additionally, this Graduate Intern will be the point person for all catering orders, room request set-ups for day programs and budget reconciliation. This Intern will assist in crisis management and/or incident reporting after office hours.

All Graduate Interns will have the opportunity to assist in training orientation staff and will provide support to and receive training from the Assistant Director and Director of Orientation.

Qualifications and Experience:

We are seeking candidates enrolled in a graduate program, preferably Higher Education Administration, Student Affairs, or Counseling. The ideal candidates should have a high level of interpersonal skills, a positive attitude, conflict resolution and programming skills in both workshop and large group formats. Experience as an Orientation Leader, Resident Assistant, and/or Resident Director, is a plus. Must be proficient in Microsoft Office suite programs.

Compensation and Benefits:

Stipend: \$5000.00 per summer and a \$700 meal card

Meals Provided: Yes

Other Benefits Offered: Parking – Computer Access – Fitness Center Access - Campus E-mail Address – Fashionable Hofstra Orientation Apparel – Trips into New York City and surrounding areas (beaches, parks) – Free Shuttle Service to Long Island Railroad Stations

Housing:

Housing Provided: Yes

Accommodates a Spouse/Partner: No

Accommodates Children: No

Room and Board Details: The Intern is required to live on-campus and will be provided with a residence hall suite. Guests are only permitted from Thursday evenings until Sunday night. Guests are not permitted during training. Catered meals are provided during orientation sessions and a meal card is provided for meals purchased outside of the program.

Please note, this is not an employment position with Hofstra University and Interns selected will not be employees of Hofstra University. Interns selected are not entitled to wages, compensation or any employment-related benefits from Hofstra University, the stipend is intended to defray costs of the Intern and is not intended to be compensation.

Dates Required: May 15, 2024 – August 2, 2024

Contact Information:

Cassie Larson, Assistant Director of Orientation and New Student Programs Hofstra University, Cassandra.G.Larson@hofstra.edu

The Office of Orientation and New Student Programs oversees Class Programming, Welcome Week, Winter Orientation, New Student Orientation and Large-Scale Student Programming.

Institution Information:

Institutional Characteristics: 4 Year Private, Co-ed

Total Enrollment: 10,993 First Year Students: 1,616 Transfer Students: 1,000

Students and Programs: First-Year – Transfer - International Students - Summer Orientation/Registration - Fall Orientation/Registration – Mid Year Orientation/Registration - Service Learning/Community Service - Common Reading Programs/Seminars/First Year Experience Courses - Welcome Week

Institution Location: Hofstra University is a private, nonsectarian, coeducational university located approximately 25 miles east of New York City in Hempstead, New York. (Long Island Railroad stop is less than 2 miles from campus; JFK and LaGuardia Airports are within 30 minutes of the Hofstra campus.) Hofstra is an accredited member of the American Association of Botanical Gardens and Arboreta, with 115 buildings on 240 acres. Colleges and schools at Hofstra include the Hofstra College of Liberal Arts and Sciences, Frank G. Zarb School of Business, Lawrence J. Herbert School of Communication, School of Education and Allied Human Services, New College of Hofstra, School of Law, School of University Studies, Honors College, Saturday College, and the University for Continuing Education Faculty. There are 1,123 faculty members of whom 496 are full-time. 92% percent of full-time faculty holds the highest degree in their fields. Full-time undergraduate student enrollment of 6,826. Total University enrollment, including part-time undergraduate, graduate and School of Law, is about 10,993. Male-female ratio is 44 to 56. Bachelor's degrees offered in about 140 undergraduate programs of study. Graduate degrees are offered, including M.B.A, M.F.A., PhD. Ed. D., Psy.D., Au.D. and J.D. degrees, advanced certificates, and professional diplomas, in about 150 graduate programs of study. The students on main campus come from 46 states and territories and 65 countries. Students (including undergraduate, graduate and law) come from 48 states and territories and 69 countries.