2019-2020 Orientation
Internship
Application
Packet

DEADLINE FOR COMPLETED APPLICATIONS:
Due by Sunday, January 20, 2019 by 5pm - submitted online by deadline
ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

FOR MORE INFORMATION:
Contact the Office of New Student Programs
843-953-2017 auwaerters@cofc.edu
Are you looking for a summer job with meaning and purpose? Are you looking for a chance to enhance your public speaking skills, teamwork skills and take on high levels of responsibility?

If you are interested in serving the College of Charleston by assisting the Office of New Student Program with providing programs and services to new students and families as they transition to the College of Charleston and get paid, you should apply to be an orientation intern.

The Office of New Student Programs is currently taking applications for Orientation Interns.

Job Duties/Responsibilities/Service:

- Provide an essential service to the College of Charleston by assisting the Office of New Student Program with transition programs for new students and families
- Serving as a resource of information about the College and its various student services
- Facilitating small group discussions among incoming students regarding topics of student resources, consent, diversity and various other topics
- Instructing students in the use of e-mail and MyCharleston
- Being a positive leader and role model to new students
- Guiding students through the academic advising and registration process
- Handling questions and referring new students and families to appropriate resources on campus
- Assisting with the logistical details of Orientation in a teamwork setting

Qualifications:

- Cumulative GPA of at least 2.5 or higher (by the end of the Fall 2018 semester)
- Have and maintain good conduct standards with no outstanding judicial sanctions
- Excellent communication skills, dependability, tolerance, maturity, and professionalism
- Knowledge of the College of Charleston campus, services, and technology
- Excitement and pride for the College of Charleston and an interest in helping students and families have a positive transition experience.
- Ability to work well with students, parents, peers, faculty, and staff
- Willingness to interact with and lead both large and small groups of new students and families
- Flexibility and a positive attitude while working with fellow interns, incoming students and families
- Experience in working in a group/team setting as a positive team player and provide services needed by the Office of New Student Programs
- Ability to separate personal situations from work environment
Expectations:

- Present and maintain the values and professional image of the College and the Office of New Student Programs to new students, their families, faculty, staff and community members
- Understand that the work is an essential service to the College of Charleston and the Office of New Student Programs. The main expectation is to provide transition services to new students and families that the Office of New Student Programs need to be completed.
- Interns can enroll in Maymester classes; Summer classes will conflict with Orientation. The orientation internship is primary job and interns are expected to be available during work hours listed.
- Attend all training dates and professional development sessions
- Work at all summer 2019 orientation sessions, summer Wednesday work sessions, August move-in weekend events, Maroon Mayhem, Welcome Week and the January orientation session
- Start work days at 6:30 am and work until 6pm and one evening a week during summer orientation sessions
- Meeting with the Director of Orientation in January 2020 for a job evaluation
- Maintain a minimum 2.5 GPA through your employment
- Maintain good conduct standards with no outstanding judicial sanctions

Transferable Job Skills You Will Learn:

- Communication Skills (verbal and nonverbal)
- Problem Solving
- Independent Work
- Multi-tasking
- Teaching
- Teamwork
- Customer Service
- Logistics/Planning
- Group Facilitation
- Creativity
- Leadership
- Knowledge of Campus Resources
- Professionalism
- Critical Thinking

Compensation:

- $9.50 per hour for training, all Orientation sessions, all preparation and professional development sessions, Maroon Mayhem, Convocation and Welcome Week
- Interns may work an estimated total of 40 hours per week during the summer orientations and 20 hours during the January orientation. Additional hours at the beginning of the academic year may be required
- Interns are provided with uniforms, campus parking during orientation events, and a housing stipend (that can be used for on or off campus housing) during orientation if needed. Lunch during orientation is provided to interns at no charge in the Liberty Street Fresh Food Company.
The Orientation Interns had the following to say about being an intern...

Trying to explain why you know public safety officers and staff in almost every office personally...

#internproblems #orientation

Being an orientation intern has provided me with an amazing experience. I have become a better leader, group facilitator, and (overall) more confident person. I would, without a doubt, recommend this job to anyone considering it.

Employment Dates:
Interns must participate in training before Orientation, work during ALL Orientation sessions, Move in weekend and Welcome Week activities as well as attending additional meetings as necessary.

(If you have a class conflict with the Spring training dates (which will be available at the interview), you will be excused from those meetings and will plan a make-up time with the Director of Orientation)

Training Dates:
Spring Training Meetings – Dates and Times TBA

Summer Training
Monday, June 3 – Friday, June 14 (weekdays and possibly Saturday)

Summer 2019 Orientation Dates
- June 17 and 18
- June 20 and 21
- June 24 and 25
- June 27 and 28
- July 8 and 9
- July 11 and 12
- July 15 and 16
- July 17 and 18
- July 19
- August 12 and 13
- August 15 and 16

Summer professional development and orientation preparation work
June 19, June 26, July 10 (1-3 hours)

Move in Weekend and Welcome Week
August 16-24 - (approx. 8 hours)

Convocation
August 19 -9:00 am-12:00 pm

Maroon Mayhem
August 19 – a shift between 1-8 pm

January 2020 Training Meeting and Orientation:
Training Meeting: January 5 (evening)
Orientation: January 6 and 7
Application and Interview Timeline

Please submit your application online by January 20, 2019 at 5pm

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

Application:
The application can be found online at https://goo.gl/forms/wHWTMO0Odj7BheHX02. You can change your answers after you have submitted the form until January 20th at 5 pm. The answers are important so you may want to type them about ahead of time and copy and paste into the online application. Please make sure to answer all the questions.

Application Questions:

1. Why do you want to be an orientation intern?
2. What excites you the most about an orientation intern? What are some things that make you nervous?
3. What are qualities and skills that you think are essential for a College of Charleston Orientation intern to have? Which of the qualities skills you do you feel you already have and why? Which of the qualities/skills do you think you would need to develop and why?
4. Briefly discuss your transition as a first year student at CofC. How did you handle this transition?
5. If you have a situation where you have multiple things to do at the same time, what process do you use to prioritize which one should happen first, second, etc.?
6. What role do you typically take in a group/team? Describe an experience when you worked in a group/team setting. What went well and what did not go well?
7. If you had a chance to be known for something special or unique, what would it be?
8. What is one thing you would like to change about CofC?
9. What is the greatest constructive criticism you have ever received from a supervisor, coach, or teacher?
10. What cereal best describes you as a person?
11. Briefly list previous experiences (with the dates you were involved) such as internships, work-study, part-time, summer jobs, volunteer positions, participation in organizations and/or athletics, etc. Also explain how these experiences can contribute to the role of Orientation Intern. If you would like to email your resume to add to your application, please email it to orientat@cofc.edu.

If you are emailing a resume and it includes the information above, you can use this block to explain how these experiences can contribute to the role of an orientation intern. Please put in the first sentence that you are emailing the resume.

Please provide the name of the person who will be providing a reference for you.
**References:**
Please provide one reference using the form at the end of this packet.

The reference can be a faculty or staff at the College of Charleston, a former high school teacher, current/previous employer or someone who can speak to the skills that are required for this internship.

Please provide one reference. Your reference can return the form at the end of the application packet directly to the Office of New Student Programs by fax, mail or campus mail. If the applicant would like to turn the reference in to the Office of New Student Program, the forms should be in a sealed envelope.

Your application will not be considered complete without a reference.

**Interview Timeline**

All applicants selected for an interview will be contacted by January 24th regarding an interview time.

The interview process will be a two part process.

**Part 1: First interview**
Individual interviews will be conducted beginning January 28 through February 12 in the Office of New Student Programs. Students selected for interview will be contacted by the Office of New Student Programs to arrange an interview time.

**Part 2: Second Interview**
Following individual interviews, select individuals will be contacted to participate in individual or group interviews from February 15-28, 2019.

**Notification:**
All students who are interviewed will be notified of their status by March 5, 2019.

*Late applications may not be considered*

**Questions or Concerns:**
Inquiries about the internship can be directed to
Stephanie Auwaerter
Director of Orientation
auwaerters@cofc.edu
or call (843) 953-2017
College of Charleston Orientation Internship
Applicant Reference

I hereby waive any and all rights of access to this document which is to be included in my application for the Orientation Internship at the College of Charleston. This waiver applies to the Family Education Rights and Privacy Act. I understand that this document may not be used for any purpose other than the evaluation of my qualifications for employment.

Authorizing signature of applicant ________________________________ Date __________

Full name of applicant _____________________________________________________________________________

To the evaluator: The above student is applying for the Orientation Internship with the Office of New Student Programs at the College of Charleston. If selected, this student would be a representative of the College and would welcome new students and their families to our college community. Our Interns are expected to maintain a high degree of professionalism and should exhibit significant leadership skills. Please evaluate the capabilities of this student based on your interactions. We value your assistance with our selection process.

The forms can be sent directly to the Office of New Student Programs by fax, email, mail or campus mail. If the applicant would like to turn the references in with the application, the references should be in a sealed envelope.

Reference name: __________________________________________________________

1. Please describe the length and capacity of your relationship with the applicant:

2. Please rate the applicant in the following areas by placing a check in the appropriate box. If you have additional comments, please use the back of the page or attach a letter):

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3. Overall Evaluation: (please circle one)
   Do not recommend
   Recommend
   Recommend with reservations
   Highly Recommend

Please return this form by January 20, 2019 to:
The Office of New Student Programs, 66 George St. Charleston, SC 29424
Phone: 843-953-2017 ~ Fax: 843-953-5800 ~ Email: orientat@cofc.edu