2016-2017 Orientation
Internship
Application
Packet

DEADLINE FOR COMPLETED APPLICATIONS:
Monday, January 18, 2016 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 auwaeters@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 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
- 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

**Qualifications:**

- Cumulative GPA of at least 2.5 or higher (by the end of the Fall 2015 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
- Ability to work in a group setting as a 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 2016 orientation sessions, summer Wednesday work sessions, August move-in weekend events, Welcome Week and the January 2017 orientation session
- Meeting with the Director of Orientation in January 2017 for a job evaluation

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
- Conceptual Thinking, Planning and Execution
- Professionalism
- Critical Thinking
- Interviewing

Compensation:

- $8.50 per hour for training, all Orientation sessions, all preparation and professional development sessions, Georgestock, 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 February, March and April training dates, please speak to the director about the conflicts during your interview)

Training Dates:
Spring Training Meetings – Dates and Times TBA

Summer Training
   Monday, June 6 – Friday, June 17 (weekdays and possibly Saturday)

Summer 2016 Orientation Dates
   June 20 and 21       July 14 and 15
   June 23 and 24       July 18 and 19
   June 27 and 28       July 21 and 22
   June 29 and 30       August 15 and 16
   July 11 and 12       August 18 and 19

Summer professional development and orientation preparation work
   June 22, July 10, July 13, and July 20 (1-3 hours)

Move in Weekend and Welcome Week
   August 19-25 - (approx. 8 hours)

Georgestock
   August 21 - a shift anytime between 3 pm – 12 midnight

Convocation
   August 22 -9:00 am-12:00 pm

January 2017 Training Meeting and Orientation, TBA
Application and Interview Timeline

Please submit your application online by January 18, 2015 at 5pm

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

Application:
The application can be found online at http://goo.gl/forms/CBsyP6oxdC. You can change your answers after you have submitted the form until January 18th 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 most about being an orientation intern? What are some things that make you nervous?

3. Describe your character and how it would impact the orientation intern team?

4. Briefly discuss adjustments you made during your first year at College of Charleston. How did you handle them?

5. In your opinion, what is one of the biggest concerns of CofC students?

6. What role do you typically take in a group? Describe an experience when you worked in a group setting (in high school, college, group, etc). What went well and what did not go well?

7. What is the greatest constructive criticism you have ever received from a supervisor, coach, or teacher?

8. What traits or characteristics does one need to be successful in this position?

9. If you had all the money to support you and your family and no time constraints, what passion would you follow?

10. 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, and 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 25th 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 17-25, 2016.

Notification:
All students who are interviewed will be notified of their status by February 29, 2016.

Late applications may not be considered

Questions or Concerns:
Inquiries about the internship can be directed to
Stephanie Auwaerters
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, 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 18, 2016 to:
The Office of New Student Programs, 66 George St. Charleston, SC 29424
Phone: 843-953-2017 ~ Fax: 843-953-5800