2021-2022 Orientation Internship Application Packet

DEADLINE FOR COMPLETED APPLICATIONS:
Due by Friday, February 5 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 2020 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.
- Live in the Charleston, SC area during training and summer work dates
- Interns can enroll in Maymester classes; in person Summer classes will conflict with Orientation but asynchronous virtual classes are OK. 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 2021 orientation sessions, summer Wednesday work sessions, August move-in weekend events, Maroon Mayhem, Welcome Week and the January orientation sessions.
- Start work days at 6:30 am and work until 6pm and possibly one evening a week during summer orientation sessions
- Meeting with the Director of Orientation in January 2022 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:
- $9.75 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.

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 1 – Friday, June 12 (weekdays)

Summer 2021 Virtual Orientation Dates (final dates provided during interview process)
June 14 – 29, July 8-30 and August 16 – 19 (no orientations on the weekends)

Summer professional development and orientation preparation work
1-3 hours on Wednesdays during non orientation days

Move in Weekend and Welcome Week
August 20-27 - (approx. 8 hours)

Convocation (if held in person)
August 23 -9:00 am-12:00 pm

Maroon Mayhem (if held in fall 2021)
August 23 – a shift between 1-8 pm

First Six week Emails (August 23 – Oct 1)
If you have a small group during the summer, you will be expected to email the students once a week from August 23 – October 1 and possibly invite them to attend one campus event with you.

You will be provided an email list of your students and you will be sent an email each week with activity ideas. To be paid for this work, you are expected to send copies of the emails to orientat@cofc.edu. You will be paid for 2 hours of time in August and 5 hours of time in October.

Final Summer Debrief – small group meetings in September (Times to be announced in Sept)

December 2021 and January 2022 Training Meeting and Orientation:
Training Meeting: TBA
Orientation in December and January: TBA

Application and Interview Timeline
Please submit your application online by February 5, 2021 at 5pm

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED
Application:
The application can be found online at https://forms.gle/eQVUDx56weud2J746

You can change your answers after you have submitted the form until February 5 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 becoming an orientation intern? What are some things that make you nervous about being an intern?

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 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 or breakfast food best describes you as a person and why?

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 February 12 regarding an interview time.

The interview process will be a two-part process.

Part 1: First interview
Individual interviews will be conducted virtually beginning February 14 through March 5 via zoom. 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 March 8-19, 2021.

Notification:
All students who are interviewed will be notified of their status by March 26, 2021.

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 themselves, 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          Highly Recommend
with reservations

Please return this form by February 5, 2021 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