New Student Orientation
Graduate Intern Position Description
Student Engagement Center
Northern Essex Community College
Application Deadline: May 08th, 2015

New Student Orientation
New Student Orientation is a program designed for new students (including transfer students) who have registered for classes at NECC. The objective for this program is to familiarize students with campus resources and opportunities while providing them with the skills necessary to be a successful member of NECC community.

General Function of the Graduate Intern
☼ Work with the Student Engagement Center Staff to assist in the coordination, organization and managing of the orientation program
☼ Work with Orientation Leaders to schedule students to Orientation
☼ Administrative tasks including; database entry, filing, phone monitoring etc.
☼ Help facilitate orientation sessions, group discussions and answer student questions
☼ May be assigned special projects as needed

Required Qualifications
☼ Enrolled in a Graduate Program
☼ Have a passion for student engagement
☼ Strong written and verbal communication skills
☼ Strong computer skills: Word, Excel, Facebook, Twitter
☼ Ability to work in a team setting
☼ Ability to speak in front of a group
☼ Availability throughout the academic year approximately 15 hours a week, afternoons and early evenings

Preferred Qualifications
☼ Enrolled in a Higher Education and Student Affairs Graduate Program
☼ Previous public speaking or presentation experience
☼ Bilingual individuals are encouraged to apply
☼ Hours: 15hrs/week, June to August, some nights and weekends

Please send your resume and cover letter to sbryszkowski@necc.mass.edu
Please note that this internship is unpaid.
Thank you for your interest!