

SJSU New Student and Family Programs 2023 NODA Graduate Interns Position Outline

New Student and Family Programs four (4) NODA Graduate Interns will have specialized focuses in their role as well as support department responsibilities. Below outlines responsibilities for each focus area as well as responsibilities all NODA interns will support.

Student Orientation Programs (Frosh & Transfer)

- Orientation Leader Team
 - Contributing to the student learning and development of 35 Orientation Leaders (OLs)
 - Support the Orientation Coordinator in co-supervising 35 Orientation Leaders (OLs)
- New Student Orientation
 - Assisting in the implementation and facilitation of staff training and meetings, including a week long Final Training in early June
 - Organizing and preparing visuals information for campus partners presenting at the orientation welcome, lunch, or during other components of our orientation program
 - Organize and coordinate faculty/staff opportunities to volunteer during orientation

Parent and Family Programs

- Facilitation of Parent and Family Orientation
 - 3 online orientation sessions
 - 6 in-person, 2-day orientation sessions
- Present during Parent and Family Orientation
- Coordination of Post-Orientation Webinars and Videos
- Volunteer Management
 - Scheduling and communication with Family Advisory Board and Spartan Family Volunteers
- Design and facilitate training for Orientation Leaders on working with families

First Year Engagement Programs

- Facilitate Spartan Village Programming during Orientation Sessions
 - Assist in the development of program outline and objectives
- House Leader Management
 - Assign new students to house leaders
 - Assist in facilitation of House Leader training
 - Coordinate Spartan Village programming during orientation sessions
- New Student Convocation
 - Collaborate with faculty, staff and campus partners on the design and production of New Student Convocation

- Communication management with event volunteers

All NSFP NODA Interns

While each intern will have a specialized focus area, all interns will have the opportunity to assist with the following responsibilities:

- Supporting professional staff with office logistics and duties before, during, and after orientation session days
- Working closely with professional staff across campus
- Administrative support answering phone calls, live chat, emails, and drop-in visits
- Assist with preparing orientation staff schedules and student rosters for each session
- Help facilitate small group meetings during session days (i.e., morning meetings and session debrief)
- Assist with the management of 4,800 first-year students during their overnight stay in the residence halls at frosh orientation
- Develop and implement outcomes-based assessments and reports for NSFP programs
- Manage department social media accounts and communication plans for incoming students
- Other duties as assigned