Position Summary:
Supervised by the Coordinator of New Student and Family Programs (NSFP), the NSFP Graduate Student Interns (2 positions available) play a significant role in the development and execution of the following programs: New Student Registration, Week of Welcome, New Student Move In, Academic Day, the Major and Minor Fair, and our Falcon Guide Program. Graduate Student Interns will be compensated $10,124 for the academic year, with an additional $2,000/month stipend for summer responsibilities. Successful candidates will need to be available beginning May 18, 2015, if not sooner. Our Graduate Student Interns are expected with work full-time during the summer months and 20 hours/week during the academic year. Hours will vary on occasion. Due to the intense and time-consuming nature of our work, outside employment is highly discouraged.

NASPA/ACPA Core Professional Competencies: Leadership, Student Learning and Development, Personal Foundations, and Equity, Diversity, and Inclusion.

Position Responsibilities:
- Work independently and collaboratively in the development and execution of all NSFP programs and events including: New Student Registration, Week of Welcome, New Student Move-In, Academic Day, Family Day, and the Major Fair
- Manage the recruitment, selection, and training of more than 60 undergraduate Orientation and Transition Leaders
- Manage the recruitment, selection, and training of 30 Falcon Guides (campus tour guides)
- Assist in the supervision and evaluation of Orientation and Transition Leaders
- Assist in the development of online and print communications for new students and their families
- Represent the Department of NSFP at various programs/events including Campus Visit Days
- Serve as a role model and informed campus resource for new students and their families, with special expertise in new student transitional issues
- Communicate effectively with faculty, staff, students, families, vendors, and community members
- Assist with programmatic learning outcomes assessment
- Assist with the implementation of other first-year programs and initiatives as assigned

Qualifications:
- Earned Bachelor’s Degree and fully enrolled in the online SAA Program at UW-La Crosse
- Experience working with new students and/or students in transition; previous experience as an orientation leader is considered an asset
- Strong Interest in program development, implementation, and event planning
- Exceptional oral and written communication skills
- Ability to work collaboratively, flexibly, and creatively within a team environment
- Strong organizational, administrative, and project management skills
- Demonstrated awareness of and sensitivity to diverse student populations and ability to contribute to the University’s commitment to enhancing student awareness and appreciation of diverse ethnic and cultural heritages.

About the Office of New Student and Family Programs:
The Department of New Student and Family Programs is committed to providing new students and their families with the information, resources, and support that is needed during the transition to and through the college experience. We will challenge and support new students as they engage in UWRF’s intellectual, cultural, and social climate. Our programs introduce new students to educational opportunities and the social responsibilities that are expected of campus community members. We also believe that involved and informed parents and family members are an essential resource to new students during their transition to campus and consider them to be valuable partners in encouraging student success. Information about the department and our programs can be found online at: www.uwrf.edu/newstudentandfamilyprograms
To Apply: Please complete the UW-River Falls Graduate Student Intern Application by clicking the link.

Deadline to Apply: Applications will be reviewed as submitted. Position will be open until filled.

The University is committed to creating an educational community which enhances student awareness and appreciation of diverse ethnicities and cultures and which actively supports tolerance, civility and respect for the rights and sensibilities of each person without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs. Awareness of and sensitivity to diverse ethnic and cultural heritages are especially sought in applicants.

UW - River Falls is an equal opportunity, affirmative action employer subject to all state and federal regulations pertaining to nondiscrimination based upon sex, sexual orientation, race, color, national origin, religion, disability, marital status, age, arrest and/or conviction record, veteran status, and membership in the national guard, state defense force, or any other reserve component of the military forces of the United States or the State of Wisconsin. All persons, especially women, persons of color, and people with disabilities are encouraged to apply. Employment is subject to federal laws that require verification of your identity and legal right to work in the United States as required by the Immigration Reform and Control Act.