**Title of Position: Summer Orientation Intern**

**Department: Academic Support Services**

**Reports to Supervisor: Academic Advisor**

**FLSA: Exempt**

**Holy Cross College** is a Catholic, four-year, co-educational, liberal arts institution located in Notre Dame, Indiana. With a 13:1 student to faculty ratio, students find personal attention from professors who care about their success. The Holy Cross community helps students to develop the knowledge, skills, and character to meet their professional goals and to live lives of purpose and integrity.

**Typical Schedule**: Full time M-F May 15th to July 7th, 2017 (Dates are flexible)

Expected to work one weekend for Student Orientation Leader training

**Purpose:** The Summer Orientation Intern (SOI) will be exposed to a wide variety of orientation experiences at a small, private Catholic college while assisting with the coordination and implementation of our Saints Orientation, Advising and Registration (SOAR) program for first-year and transfer students as well as their parents. There will be five SOAR dates throughout June. This position has the potential to shadow Directors of other offices in our division as time, interest, and scheduling permit as well as working with a variety of offices to execute the duties and responsibilities.

**Essential Job Duties**:

* Assist in all facets of planning, preparation and execution of SOAR
* Supervise a team of SOAR student leaders
* Plan and facilitate training for SOAR student leaders
* Manage SOAR-related correspondence with student attendees
* Coordinate advising and academic sessions with faculty and students
* Respond to day-to-day inquiries via oral and written communication with new students, parents, and other constituents
* Assist with office coverage and work with SOAR leaders to plan and organize small group activities
* Interface with a cross-section of staff such as Admissions, Financial Aid, Housing, Student Activities, and the Registrar, reserve space and facilities for Orientation sessions
* Prepare classrooms and other locations for orientation presentations
* Contact accepted students who have not registered for SOAR and help them with that process
* Participate in discussions about evaluating and improving SOAR after each session
* Complete a general report of activities and provide feedback for improving the SOI position in future years.
* The intern is encouraged to express their own professional development goals and interest through the internship in order to help tailor the experience
* Assist with other projects as needed

**Minimum Education, Skills, and Ability:**

* Completion of a Bachelor's degree required. Post-baccalaureate education in College Student Personnel, Higher Education Administration, or related field is preferred.
* An interest in getting experience at a small private college
* Ability to work effectively with a diverse student population

**Physical Demands**:

* Repetitive movement of hands and fingers – typing and/or writing; occasional standing, walking, stooping, kneeling or crouching; reach with hands and arms; talk and hear.
* Ability to lift and carry up to 20lbs.

**Compensation:**

On-campus housing and $3,000 stipend

**To Apply**:

Please submit a resume and cover letter to Gwendolyn Higgins at [ghiggins@hcc-nd.edu](mailto:ghiggins@hcc-nd.edu) by January 15th, 2017.

**For more information, please contact:**

Gwendolyn Higgins

Academic Advisor

Holy Cross College

[ghiggins@hcc-nd.edu](mailto:ghiggins@hcc-nd.edu)

574-239-8336.