

Graduate Intern of Orientation & Transition Programs

Apply today to join us at the University of Oregon for Summer 2026!

Applications can be submitted at tinyurl.com/2026UOintern by noon PST on Monday, April 13.



ROLE SUMMARY

The Graduate Intern(s) for Orientation & Transition Programs will play a vital role in supporting new students as they transition to college life. Working closely with the Student Orientation Programs professional staff, the intern(s) will assist in the coordination and execution of IntroDUCKtion, the mandatory summer orientation program for first-year and transfer students. Responsibilities will include program logistics, presentation facilitation, and event coordination.

A key aspect of this role involves supervising the New Student Experience & Activities Team (the residential orientation staff) and overseeing the overnight components of IntroDUCKtion. The intern(s) will report to the Coordinator of Orientation Programs and contribute to the daily operations of the program to ensure a seamless and welcoming experience for incoming students.

This position provides a valuable opportunity to develop leadership, event planning, and student engagement skills in a dynamic, fast-paced environment. It is well suited for individuals seeking hands-on experience in student affairs, orientation programming, and higher education administration.

\$18.48

HOURLY PAY –
35 TO 40 HOURS WEEKLY

**ON-CAMPUS
HOUSING
PROVIDED**

INCLUDES PARTIAL MEALS
DURING PROGRAMMING

1

POSITIONS AVAILABLE

QUALIFICATIONS

- **Required:** must be entering second year of graduate study, pursuing a master's degree in higher education, student affairs, or similar
- **Required:** ability to work an 11 – 12-week period between mid-June and the end of August (*exact dates to be determined by the successful candidates and supervisor*)
- **Preferred:** prior experience as an orientation leader or staff member



BENEFITS TO INTERNS

- **Exposure to multiple functional areas and duties, including enrollment management.**
- **Opportunity to gain unique professional experiences at a large, public institution.**
- **Opportunity to build connections in the field of orientation, transition, and retention.**

DUTIES & RESPONSIBILITIES

- **Supervise the New Student Experience & Activities Team (NSEAT) which executes the residential experience during the required overnight component of IntroDUCKtion. Specific responsibilities may include:**
 - Developing and executing weekly staff meetings.
 - Scheduling staff for shifts and approving time.
 - Serving as the primary support during programming.
 - Hosting 1:1 meetings with staff and providing feedback.
 - Directly managing evening, passive programming including communication and program facilitation.
 - Serving as a liaison with Conference Services.
- **Execute day to day operations to support IntroDUCKtion, including, but not limited to, program logistics, presentation facilitation, and student staff support. Specific responsibilities may include:**
 - Facilitation of presentations to students and families.
 - Supporting the student check-in process.
 - Administrative support, including the creation of group rosters.
 - Supporting the Coordinator with supervising the various student staff teams involved in orientation programs.
- **Other duties as assigned within the scope of Student Orientation Programs and Student Services and Enrollment Management.**

**APPLY BY NOON PST ON
MONDAY, APRIL 13**

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APPLICATION TIMELINE

- **Monday, April 13** – Application will be due by 12:00 p.m. noon PT
- **Tuesday, April 14** – Invitations to interview sent by 6:00 p.m. PT
- **Friday, April 17 to Wednesday, April 22** – Virtual interviews
- **Friday, April 24** – Decisions sent to candidates by 5:00 p.m. PT
- **Monday, April 27** – Intern responses due by 3:00 p.m. PT

ABOUT THE UNIVERSITY

Founded in 1876, the University of Oregon is home to 23,000 students. Nestled in the lush Willamette Valley, with an easy drive to both the Pacific Ocean and the Cascade Mountains, the University of Oregon is renowned for its research prowess and commitment to teaching. The University of Oregon is one of just two schools in the Pacific Northwest selected for membership in the prestigious Association of American Universities, a consortium of 71 leading research institutions in the United States and Canada.

ABOUT THE DEPARTMENT

It is the mission of Student Orientation Programs to introduce new and prospective students and their families to the university's intellectual climate. In addition, we seek to improve the quality of the new student experience by assisting with academic, personal, and social adjustment to the university, demonstrating the UO's commitment to teaching, learning, and scholarship. Student Orientation Programs serves approximately 90,000 visitors, prospective students, new students, and families each year. This is accomplished by recruitment programs such as the Ambassador Program, Duck Preview, and Duck Days, and orientation and transition events such as IntroDUCKtion and Week of Welcome.

ABOUT OUR ORIENTATION & TRANSITION PROGRAMS

IntroDUCKtion is our comprehensive orientation experience for new students and their families and is required for all new undergraduates. During this mandatory, 2-day program (first-year) or 1-day program (transfer), students can really begin to understand what it means to be a Duck. We ensure they meet other new students, learn from current students, hear from faculty members and staff who support student success, and get to know campus.

Week of Welcome (WOW) is a multi-day transition program that kicks off the start of the year. WOW is our way of welcoming first-year and transfer students to the flock as a new UO student and celebrating what will be an exciting next chapter in their educational journey.

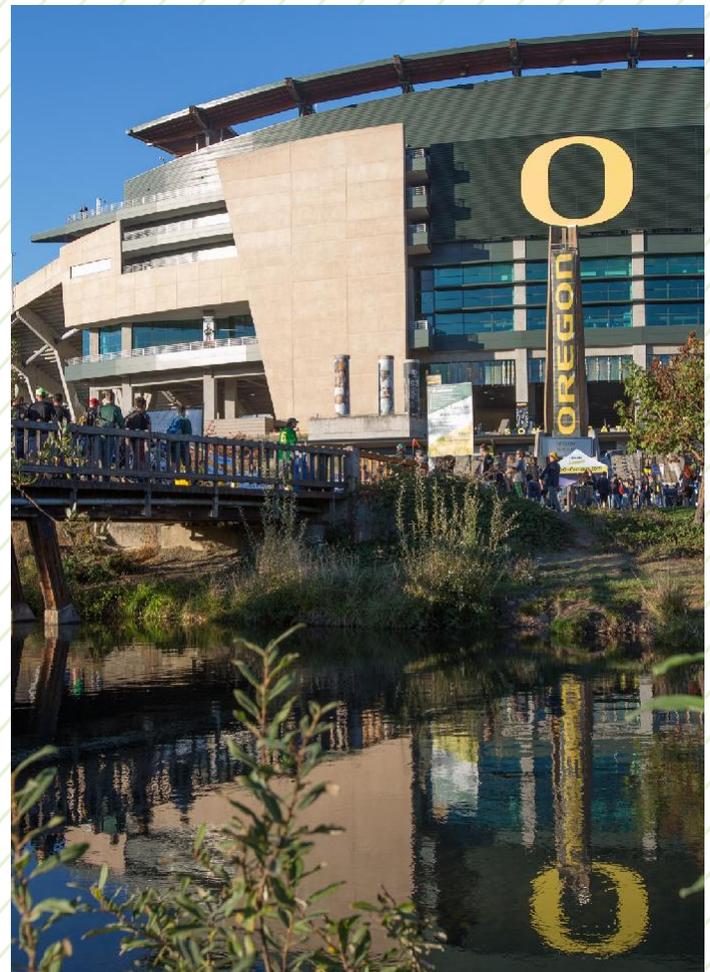
WE ARE

Change makers and big dreamers, with our hands in the dirt and our eyes on the cosmos. We're solutions oriented and community focused, resourceful and collaborative, and we don't shy away from a difficult problem.

WE BELIEVE

In the power of stories and of data, in upending the conventional while learning from our history. We appreciate our commonalities and celebrate our differences, and we value those who challenge our assumptions.

WE ARE DUCKS



ABOUT OUR HOME - EUGENE, OREGON

There's something special about Eugene—or, actually, a lot of somethings.

JOIN US IN THE PACIFIC NORTHWEST!

This place feels familiar and friendly, and it's most definitely green. From the moment you arrive, you'll feel right at home.

Eugene is walkable, bikeable, skateable. But also modern, totally connected, and vibrant. It's kind of perfect – an extraordinary academic community surrounded by a quintessential college town.

Arts & Culture

Art lights up the region with colorful murals, street performances, and engaging entertainment. International and national headliners perform in state-of-the-art arenas, community amphitheaters, historic theaters, and at the region's many music festivals.

Local Food

Explore local food and beverage trails that showcase the Willamette Valley's farm-to-table abundance. Learn about the unique farm and culinary challenges and triumphs that make the South Willamette Valley a foodie destination.

Adventures & Recreation

Cruise up and over massive coastal sand dunes, navigate the rapids of the McKenzie River, or paddle across an ultra-clear lake at dawn. From gazing at starry skies above your campsite to watching stormy seas from the comfort of a café by the coast, choose the adventure that matches your temperament and fills your bucket list.



48%

OF THE STATE
COVERED IN
FOREST

115K

MILES OF RIVERS
IN OREGON

363

MILES OF SCENIC
COASTLINE

