



Position Title: Overnight and Parent & Family Orientation Intern

Departments: New Student Orientation, Housing & Residential Life

Weekly Work/Compensation:

30-35 Hours Total per Week (Hours may vary slightly week to week)

- 20-25 Hours – Office of New Student Orientation, \$16/hour*
- 10Hours – Office of Housing & Residential Life, Apartment Accommodation**

**Total compensated hours worked in Office of New Student Orientation not to exceed 265 for duration of contract without prior approval.*

***Please note that the selected intern will **only** receive an apartment as compensation for hours worked in the Office of Housing & Residential Life and should **not** expect a paycheck for these hours.*

Apartment Accommodation Details: Single furnished apartment - Additional details available upon hire.

Reports To:

Office of New Student Orientation, Robin Rivas, robin.rivas@wayne.edu

- Questions regarding responsibilities in the Office of Housing & Residential Life should be directed to Daisy Holley, daisyholley@wayne.edu

Duration of Contract: *(Dates Flexible)*

Start Date: May 6, 2026

Minimum End Date: July 31, 2026*

Flexible End Date: August 14, 2026

**We are unable to hire a candidate who will need to depart prior to this date. Time off requests may be granted at the discretion of the Associate Director and/or Coordinator.*

Weekly Schedule:

Monday/Wednesday/Friday/Select Saturdays: Orientation Program Days (See attached schedule)

Tuesday/Thursday: Housing

New Student Orientation Responsibilities:

- This position will primarily assist with the coordination and implementation of Parent, Family, and Guest Orientation; however, the NODA Intern will also have opportunities to assist with Orientation tasks including, but not limited to:
 - FTIAC and Transfer Orientation
 - Student and guest check-in
 - Assisting students with registration in registration labs
 - Emceeing presentations as needed
- Assist with the Training and Development of approximately 25 New and Returning Orientation Leaders
 - Facilitate weekly 1 on 1 meetings with New Orientation Leaders (NOLs)
 - Opportunities to lead training sessions may be available
- Attendance at all FTIAC (First Time In Any College) and Transfer Orientation Sessions from May through July.
- Develop and lead at least one professional development session for Orientation Leaders
- Attendance at weekly one on one with supervisor
- Additional opportunities may be assigned at the request or requirement of selected intern's graduate program requirements
 - The selected intern will be encouraged to advocate for experiences or knowledge they are hoping to gain.
- Other duties as deemed necessary for the benefit or success of the program may be assigned

Housing & Residence Life Responsibilities:

- As a liaison between the Office of New Student Orientation and the Office of Housing & Residential Life, the intern will support 3 overnight orientations with duties to include:
 - Develop and facilitate engagement programming with new FTIAC students
 - Check-in and check-out support
 - Other duties as assigned to ensure a safe, exciting, and educational overnight experience

Additional Considerations:

- If you are planning to park on-campus, you will be required to purchase a parking pass at your own expense.
 - For information regarding rates, please visit:
<http://parking.wayne.edu/info/rates>
 - For information regarding public transportation, please visit:
<https://parking.wayne.edu/alternative/public>
- A meal plan is not provided as part of your living accommodations.
- A university-owned laptop and email will be provided to you for use during the summer.

- Laundry is not included in your living accommodations. Current rates are \$1.50 for each wash and each dry cycle.

Questions?

Please feel free to reach out to Robin Rivas at robin.rivas@wayne.edu