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Student Orientation and Transition Programs (SOTP)
Graduate Intern - Transition Programs
College Student Affairs Program

Student Orientation and Transition Programs (SOTP) at Rutgers University - New Brunswick is looking for a talented individual for the position of Graduate Intern - Transition Programs. Rutgers SOTP is a vibrant office that loves to combine the tradition and legacy of our 250+ year old institution with new and innovative program components. For our staff, our work is our play. We value not just our work, but our relationships and our ability to support and care.

Student Orientation and Transition Programs Overview
The mission of Student Orientation and Transition Programs (SOTP) is to welcome, prepare, and engage new students and their families in their transition to Rutgers University-New Brunswick. During the year, SOTP focuses on assisting around 10,000 new students (first-year and transfer) in their transition to Rutgers. Our office collaborates with campus partners across the university through opportunities such as Fall/Spring Welcome Week, Transfer Week, Spring Orientation, and more.

CSA Graduate Intern Position Overview
Student Orientation and Transition Programs (SOTP) is recruiting one CSA Graduate Intern to provide support to the student transition programs throughout the academic year.

As a result of this hands-on and rewarding experience, the graduate intern will understand how a large, state university with five campuses and 50+ campus partners functions during the academic year. The graduate intern will play a key role behind the scenes in planning, implementing, and assessing large-scale programs. The graduate intern will have the opportunity to gain program planning and implementation skills, communication skills, and logistical skills developing transitional programs.

Graduate staff will provide assistance with the coordination and implementation of many program elements including:

- Transitional Programs - Fall/Spring Welcome Week, Transfer Week, and supporting smaller transitional initiatives with campus partners
- Co-advising our Transfer Student Association
- Marketing/Social Media Efforts
- Summer orientation program planning/preparation

We are a collaborative office and you will have the opportunity to help other initiatives throughout the year. You will work closely with professional staff and our other CSA Graduate Intern, in supporting our recruitment and selection process.

Preferred Skills/Experiences:

- Ability to work in a fast-paced environment
- Attention to detail and willingness to learn
- Flexibility and adaptability
- Strong communication, time management, customer service, and public speaking skills
- Positive energy and enthusiasm
- Experience working with diverse groups of individuals
- Skills in event planning and logistics
- Experience working with first-year and/or transfer students

Graduate Intern Position Responsibilities

- The CSA Graduate Intern will report to a professional staff member of Student Orientation and Transition Programs
- Graduate Intern Start/End Dates based on the CSA Graduate Intern Work Agreement
- Graduate Intern Expectations:
    - Graduate Intern positions are required to work 20 hours per week
        - This includes required trainings, meetings, and programs/events
        - Work with your supervisor to set office hours before each semester and adhere to the schedule that is set
        - Some office hours each week may be fulfilled through attending job-related events and meetings
        - Graduate staff will be expected to be available for programming that happens on evenings and weekends, unless the program conflicts with academic obligations
    - CSA Graduate Interns must remain a matriculated graduate student in the Rutgers University College Student Affairs Program for the duration of this appointment. If you leave the CSA Program for any reason, you may be required to reimburse (the department) for a prorated portion of your tuition
        - CSA Graduate Interns must have an internship position to be a full-time student in the CSA Program. You may need to become a part-time student if you leave your internship before the end of your contract. You may also need to reimburse SOTP for a prorated portion of your tuition
    - CSA Graduate Interns must maintain good academic standing (minimum 3.0 cumulative GPA) and must be a full-time graduate student (carrying at least 9 hours each semester).
        - Working less than full time is permitted in your second year if you have taken summer courses

        - Work with your supervisor if you are carrying less than 9 credits in your last semester
    - CSA Graduate Interns must participate in the Graduate Intern Orientation (TBD - August 2027) and any office performance evaluation process
    - CSA Graduate Interns are not permitted to hold other employment, assistantships, lab work or teaching without prior approval of supervisor
    - This position is highly active and also requires working indoors/outdoors, and some lifting/carrying heavy items
- Department Required Dates and Timeframes
    - Final Orientation - End of August
    - Fall Welcome Week - End of August and Beginning of September
    - Transfer Week - Third full week in October
    - Orientation Team Recruitment - November
    - Spring Orientation - January
    - Spring Welcome Week - End of January
    - Orientation Team Interviews - January-March

Graduate Intern Compensation and Benefits

- In-state tuition remission as outlined in the College Student Affairs Tuition Policy
- Annual stipend to be paid bi-weekly
    - Stipend will be paid in installments and will be adjusted according to end date
- Staff uniforms will be provided, including:
    - Departmental Polos, jacket, and nametag
- Professional Development funds to attend the NODA Regional Conference

*Option to start (and end) contract earlier (or later) based on availability

If interested in this position, please contact Lade Gbolade, SOTP Assistant Director, @ og134@echo.rutgers.edu.