Northern Illinois University
M.S.Ed. of Higher Education and Student Affairs Internship
Opportunity

**Internship Description:**
The intern would primarily be working to support incoming freshmen and transfer students during the Orientation process. The intern will also work on some program development.

**Orientation**
- Tabling
- Presentations
- Individual and group advising (when appropriate)

**Program Development:**
- Lorado Taft Retreat planning
- Honors Engaged (co-curricular) experiences

**Outcomes/Experiences:**
The intern will have the opportunity to:
- Develop and strengthen presentation skills
- Learn about Honors Programming
- Observe and participate in student/advisor interactions
- Utilize advising software – People Soft, Navigate, Suitable, Teams, Zoom
- Utilize/Develop professional skills – organization, time management, communication, etc.
- Develop and administer co-curricular programming

**Qualifications/Requirements:**
- Flexibility
- Strong writing and verbal skills
- Student-Centered
- Enthusiasm about NIU and the Honors Program
- Ability to work as a team

**Hours/Scheduling:**
Our office hours are 8:00 a.m. – 4:30 p.m., Monday-Friday. We would work with the intern to develop a schedule that works with their schedule and our Orientation schedule.

**Application Process:**
Name: Edye Cowan
Phone Number: (815) 753-9397
E-mail: ecowan@niu.edu