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

Internship Title: Orientation Graduate Intern
Institution: Northern Illinois University
Location/Office: DeKalb, IL – Williston Hall - Orientation and First Year Programs
Internship Period: SUMMER

Credit Hours Required: 120 clock hours for 3 credit hours

Supervisor: Mitchell Huftalin
Supervisor’s Degree: M.S.Ed. in Higher Education and Student Affairs
Years of Professional Experience: 3.5 years

Internship Description: (Please provide an overview and primary responsibilities of the internship)

The Orientation Graduate Intern at Northern Illinois University provides an opportunity for personal and professional growth for graduate students in the Higher Education and Student Affairs program (or a related program). Orientation Graduate Interns will help with the development and implementation of new student and transfer orientation programs, family orientation, and Week of Welcome. Experience can include program facilitation, interactions with incoming students and guests, new student course registration assistance, and other duties assigned to assist with summer to fall transition efforts.

Outcomes/ Experiences: (Please list several experiential learning outcomes that will be achieved throughout this internship)

- Leadership Development
- Management and organizational skills
- Student Development and onboarding experience
- Customer Service Development
- Assessment opportunities
- Refine small and large group facilitation skills

Qualifications / Requirements: (Please list desired qualifications and skills for internship)

- 3.0 minimum GPA
- Current Graduate Student at NIU
- Excellent oral communication skills, including an ability to communicate with incoming students, parents/guests, faculty, staff, and administrators
- Creativity and enthusiasm for welcoming new students
- Must be available to work all Orientation dates and Week of Welcome programming (see attached document for dates)

Hours/Scheduling: (Please provide a typical schedule and time of day internship will occur)

- Internship takes place from May 22nd to August 27th
- 20 Orientation dates with an additional 3 unpublished dates
- Orientation programs run from 7am-5pm
- Possibility for anywhere from 175-300 hours to be logged
- Compensation for the position will include an hourly rate of $13.25/hour*, room in an on-campus residence hall (if requested), and a weekly meal stipend (during weeks of programs)
  *Graduate interns will not receive the hourly rate if they continue to hold an on-campus graduate assistantship in which they are paid. This internship will then become an unpaid internship, though still including on-campus housing and a meal stipend.

Application Process (Applicants will submit a cover letter, resume and three references, please provide the contact name, phone number and e-mail address)

Name: Mitchell Huftalin
Phone Number: 815-753-6781
E-mail: mhuftalin1@niu.edu