

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

Internship Title: Orientation Intern

Institution: Northern Illinois University

Location/Office: DeKalb, IL – Williston Hall - Orientation and First Year Programs

Internship Period: SUMMER 2024

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: 4 years

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

The Orientation Intern at Northern Illinois University provides an opportunity for personal and professional growth for students looking for experience in orientation and transition work. Orientation Interns will help with the facilitation of new student and transfer orientation programs, family orientation, and preparation for Week of Welcome. Interns can expect to assist with program facilitation, interact with incoming students and guests through on-campus housing tours, assist with wayfinding throughout the Holmes Student Center and campus, new student course registration assistance, and other duties assigned to assist with summer to fall transition efforts. Outside of orientation programming, interns will gain insight and review current best practices within orientation, transition, and retention through access to NODA Connect to share back to the department at the end of the internship.

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.
- Small and large group facilitation skills.

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

- 3.0 minimum GPA.
- Current student or recent graduate of NIU.
- Excellent oral communication skills, including the 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(see attached document for dates).

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

- Internship takes place from May 27th to August 15th
- 15 first year and transfer orientation dates
 - Interns can expect to be present 7am-3:30pm on first-year orientation dates, and 7am-2pm on transfer orientation dates.
- Regular check-ins with supervisor regarding internship experience and OTR review.
- 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)
*Interns will not receive the hourly rate if they 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

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NORTHERN ILLINOIS UNIVERSITY

Orientation and First Year Programs

2024 Summer/Fall Orientation		
Date	Classification	Notes
Wednesday, April 10, 2024	TU/RU	
Wednesday, April 17, 2024	TU/RU	Virtual
Friday, April 19, 2024	TU/RU	
Tuesday, April 23, 2024	TU/RU	
Wednesday, June 5, 2024	NU	
Friday, June 7, 2024	NU	
Monday, June 10, 2024	NU	Virtual
Tuesday, June 11, 2024	NU	
Friday, June 14, 2024	TU/RU	
Monday, June 17, 2024	TU/RU	Virtual
Tuesday, June 18, 2024	NU	
Friday, June 21, 2024	NU	
Tuesday, June 25, 2024	NU	
Wednesday, June 26, 2024	NU	
Wednesday, July 10, 2024	TU/RU	
Thursday, July 11, 2024	NU	
Tuesday, July 16, 2024	TU/RU	Virtual
Thursday, July 18, 2024	NU	Virtual
Friday, July 19, 2024	NU	
Tuesday, July 30, 2024	NU	UNPUBLISHED
Wednesday, July 31, 2024	NU	
Thursday, Aug. 1, 2024	NU	
Friday, Aug. 2, 2024	TU/RU	

Express Orientation Dates		
Thursday, Aug. 8, 2024	NU/TU/RU	Virtual
Friday, Aug. 16, 2024	NU/TU/RU	Virtual

Week of Welcome (WOW)	
Wednesday, Aug. 21-Sunday, Aug.25, 2024	Move-in: Wed., Aug. 21 and Thurs., Aug. 22