Hi! My name is Erin Sine and I am the Director of the Office of Orientation & Transition. As an alumna of the “U” I consider it a privilege to assist the next generation of new students to the University of Utah. As we gear up for the upcoming New Student Orientation season, I am excited to promote an opportunity that could enhance your graduate, professional and orientation experience at the University of Utah. Being a Graduate Intern for the Office of Orientation & Transition is not just a position; it's a chance to play a vital role in shaping the first impressions of incoming students. It's an opportunity to make a lasting impact and contribute to the warm and inclusive community we take pride in at the University of Utah. Your unique perspective and experiences as a graduate student can inspire and guide incoming students as they embark on their own academic adventure.

The University of Utah sits in the heart of our great State. Utah is known for its breathtaking landscapes, friendly communities, and serves as a perfect backdrop for your academic journey. The vibrant culture, diverse experiences, and the spirit of innovation that permeate our university create an enriching environment for personal and professional growth. By joining our team, you'll not only be a crucial part of welcoming new students and their families, but also have the chance to showcase why the University of Utah is a place like no other. Don't miss out on this opportunity to be a leader, a mentor, and a representative of the excellence that defines the University of Utah; and let's continue making our university a welcoming home for every student.
#1
PUBLIC SCHOOL IN THE WEST
-WALL STREET JOURNAL

RANKED TOP 10
BEST COLLEGE IN THE US
-WALL STREET JOURNAL
Imagine what you want to accomplish, then really making it happen. Imagine designing and publishing a video game before earning your diploma, starting a business while studying business, and doing all this in a setting that begs you to get out and do something. Imagine, then Do. Opportunity awaits and all things are possible at a place we call Imagine U. The University of Utah.

The University of Utah Values Education Innovation
The University of Utah is focused on innovating and testing new learning models to help students reskill, upskill, and engage with the U in new ways. We are diversifying pathways to student success through building alternative credential options, increasing online offerings, developing roadmaps to completion, and building strategic partnerships with employers and the community. Flexible options under development include certificates, credentials, and condensed master’s degree programs that will uphold our responsibility to educate, ensure the success of a diverse student population, and respond to the economic needs of our state.

The University of Utah Values Diversity and Inclusion
The Academic Affairs Office is dedicated to making the University of Utah a more welcoming and inclusive environment for students, faculty and staff from under-represented and minority communities. Join us as we work together as One U!

The University of Utah Values Transformative Experiences. Exceptional Education.
A Student’s possibilities are immense. The U’s curriculum provides every student with a wide range of fields engaging the most exciting, challenging, and essential topics to enable them to live transformational lives. The innovative pathways and programs of undergraduate education at the U seek to bring the world into the classroom, engage them with peers and mentors, create shared moments of belonging they won’t find in traditional classes or at other universities, and prepare them to lead impactful lives for Utah, the nation, and the world. Our commitment is to student success and sharing transformative experiences and an exceptional education that they will value the rest of their life.
At the heart of the Office of Orientation & Transition we believe in empowering new students through leadership, fostering a sense of belonging within a supportive community, creating a welcoming environment that feels like home, and prioritizing success through the provision of essential information and resources. Our values serve as the compass guiding us in cultivating an inclusive and empowering atmosphere, where each student can envision and realize their full potential at the University of Utah.

The Office of Orientation and Transition is housed in the Division of Enrollment Management. The Office of Orientation and Transition assists in the recruitment of new students and leads student transition efforts at the University of Utah.
Salt Lake City is the Capital of Utah, nestled in the Rocky Mountains along Wasatch Range, to the east and the shimmering waters of the Great Salt Lake, to the west, Salt Lake is an eclectic mix of diverse pastimes, inclusive cultures and varied landscapes—all coming together in our modern mountain hub of the west. From Broadway productions to local acting companies, from ballet to outdoor concerts, there’s something new to discover daily. Just ask one of our friendly locals who are always happy to share a hidden gem.

Mountains, Outdoors, and State Parks

Little Cottonwood Canyon:
- One of the two largest canyons within the mountains that tower above the city, the somewhat misnamed Little Cottonwood takes adventurers up to big mountains and impressive resorts.
- If you think Utah is a desert, you’re in for a surprise in the nearby Wasatch Mountains. Big & Little Cottonwood canyons offer classic alpine experiences—hiking and biking through aspen-shaded trails and chairlift rides with spectacular views. But, you can also choose to be pampered at one of the world-class resorts.

Zion National Park
- Visitors can traverse the high country like desert bighorn sheep, ascend cliffs like peregrine falcons or browse the valley floor like mule deer. In winter, the shuttle buses are gone with the crowds and the main canyon, along with Kolob Canyon to the west and Zion’s east side, are all open to traffic.

Arches National Park
- Arches National Park is a visual delight that boasts the greatest density of natural arches in the world. Sweeping vistas of delicate arches and spires team up with the fragile soil to give the park its unique appearance. The elegance of Arches can be explored at Devils Garden, Balanced Rock and Utah’s iconic Delicate Arch.

Entertainment

The Gateway
- The Gateway is thriving as the vibrant centerpiece to Downtown Salt Lake City. Home to more than a million square feet of shopping and dining, modern living and office space, and the emerging arts and culture district, The Gateway also hosts a dynamic calendar of community-driven events—and the best entertainment destinations Salt Lake City has to offer. The Gateway’s growing roster includes Utah’s first Dave & Buster’s, Megaplex Theatres, La Barba Coffee, The Depot by Live Nation, Clark Planetarium, Discovery Gateway Children’s Museum, and Wiseguys Comedy Club.

Shopping

City Creek
- With more than 100 stores like Macy’s, Nordstrom and Tiffany & Co., it’s a shopper’s paradise. The area also has excellent restaurants, including Cheesecake Factory, Brio Tuscan Grille, Blue Lemon, and Capital Grille’. The City Creek area also features a grocery store, Harmons, offering everything from the basics to gourmet takeout and fresh baked breads.
**OVERVIEW**

The Orientation & Transition Graduate Intern will aid with the coordination and implementation of University of Utah’s New Student Orientation for our new first-year and transfer students along with Parent, Family, & Support Orientation. This position will be expected to work 40 hours per week during the summer. Start and end dates are flexible, but preference will be given to candidates who can begin on or before May 6th, 2024. The position is expected to end on or before August 2nd, 2024.

**ROLE**

**RESPONSIBILITIES**

- Co-Supervise Student Staff with Assistant Directors
- Overnight Programming Facilitation and Coordination
- Overnight Residence Hall Crisis Response
- Support Student Staff Development: *intensive training, material distribution, small group facilitation, leadership development, orientation staff retreat, mid-summer development presentation, and student staff bonding activities/Orientation Leader end of summer celebration*
- Support Orientation Programs and Check-In Logistics: *creating and supporting scheduling of Orientation Leaders, guiding, and directing campus partners, students, and supporters to relevant programming, assist in organizing daily programming*
- Analyze Orientation Program Assessment Data
- Build Relationships Across Campus
- Other Duties as Assigned

**Position and Opportunities for Impact**
OPPORTUNITIES FOR IMPACT

1. Demonstrate Leadership and Quality in Supporting Student Facing Programming
The Primary role of an Orientation & Transition Graduate Intern is to assist and support the implementation for a successful new student orientation experience. Building community and supplying information in a way that allows students to connect to campus and to each other, with the goal they will find their home at the University of Utah.

2. Student Engagement and Interaction
Strong Graduate Interns will be a resource for incoming students and student staff to provide support and development through high levels of engagement and interaction by maintaining visibility and act with a desire to meet students.

3. Increase Ownership of Student Trends
The Graduate Intern will be responsible for implementing initiatives for student staff development. They will assist in increasing staff knowledge and bonding to maximize student development experience.

REQUIRED QUALIFICATIONS

1. Must be entering first or second year of graduate study, pursuing a master’s degree in higher education, student affairs, or a related field.
2. Ability to work a 12-13 week period between early May and the beginning of August (exact dates to be determined by the successful candidates and supervisor).

PREFERRED QUALIFICATIONS

1. Prior experience as an orientation leader or staff member.
2. Prior supervision experience.

FEATURED BENEFITS

1. The Graduate Intern will receive a stipend of $6,000 before taxes.
2. A Private Pod in On-Campus Housing for the period of May 2024 to August 2024.
3. Meals provided during Orientation programming and Dinning Dollar Meal Package.

OUR NEW STUDENT ORIENTATION AT A GLANCE

- 2000+ Parents, Families & Supporters
- 40 Student Orientation Leaders
- 5600+ First Year Students
- 2 Student Orientation Team Leaders
- 1500+ Transfer Students

Position and Opportunities for Impact
Applications will be accepted online on the Orientation & Transition website. The search committee will begin reviewing applications and continue to accept applications until the position is filled. However, in order to assure the fullest consideration, candidates are encouraged to complete applications as soon as possible. Requested application materials include a letter of interest and resume. All applications, nominations, and inquiries will remain confidential. An offer of employment is contingent on a satisfactory pre-employment background check.

Link to Application: https://utah.peopleadmin.com/postings/157675

The Office of Orientation & Transition Graduate Intern Page:
https://orientation.utah.edu/orientation/graduate_intern.php

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