University of Central Florida Summer Intern Job Description

Position Description: The office of First Year Advising and Exploration (FYAE) at the University of Central Florida provides academic advisement at orientation for over 6,000 first-time-in-college students each summer. Orientation is a mandatory two-day program that includes an introduction to academic policies and procedures and major exploration on day-1 and schedule planning and registration assistance on day-2. The intern will assist with components of academic advising across 15 orientation sessions between May 27 and July 24, 2015. The intern will also provide administrative and advising support for students in our Major Exploration Program. Additionally, the intern will have a role in assisting with advising and academic programming in the residence halls by partnering with UCF’s Department of Housing and Residence Life.

Training: The intern can expect an intense 5-6 day training to occur prior to the start of orientations. Training will consist of online modules as well as face-to-face training that may include the participation of the full-time professional staff, summer advisor staff, and and/or the intern’s direct supervisor.

Supervision: A professional academic advisor in First Year Advising and Exploration will serve as the internship supervisor. Interns will be expected to meet with their supervisor on a weekly basis. The intern will receive a mid-semester evaluation as well as a final evaluation.

Hours: The position is a 40 hour per week work commitment.

Compensation: The FYAE Intern will receive FREE on-campus housing for the duration of their internship (compliments of UCF Department of Housing and Residence Life). FYAE is unable to compensate the chosen intern for their work with the FYAE office. The 35-40 hours per week will commitment to this position will be on a volunteer basis. FYAE will support the chosen individual in their request for the internship to count as practicum or a credit hour experience.

Positions Available: One (1)

Responsibilities of this internship will include:

Academic Orientation

- Facilitate small group discussion on majors and careers during our undeclared presentation
- Present on academic policies and procedures, campus resources, and introduction to college level learning skills
- Present on university and major requirements
- Identify appropriate course work as related to a student’s major, interests, and abilities
- Assist students in the online registration process for their fall and/or summer courses

Academic Advising

- Provide administrative and advising support for students in the Major Exploration Program
- Facilitate academic programming that will take place in the residence halls
- Maintain confidentiality as required by university and FERPA regulations
- Refer students to campus resources as appropriate
- Participate in scheduled Orientation meetings, trainings, and other duties as assigned

UCF Department of Housing and Residence Life

- Create FYAE bulletin boards and other marketing materials for use by UCF Housing
- Represent FYAE, answering student and parent questions and offering advising, during Summer B move-in
- Work with FYAE supervisor, Career Services contact, and UCF Housing contact to plan and facilitate academic programming
- Participate on Housing's Academic Initiatives committee
- Opportunity to gain experience in the area of Assessment by assisting with the College Living Survey and EBI Survey

Tentative Dates of Internship: May 18- July 24, 2015

- Mandatory Training: May 18-22, 2015 (weekend training may occur on May 17/18)
- Typical Hours: 8:00am-5:00pm, Monday-Friday (some evening hours may be required). At the beginning of the Orientation season, most hours will be spent with FYAE. When summer B begins the hours will be divided with UCF Housing, depending on how many Orientations there are per week. No internship obligations on the following work days: May 25, July 4

Application Timeline and Requirements

- Application materials are due by 5pm on Friday, February 13, 2015
- Phone interviews will be conducted between February 16, 2015 and February 18, 2015
- Position offer will be made following completion of phone interviews

A completed application will include:

- Cover letter
- Résumé
- Completed application (including Advising Scenarios) found at http://ucf.qualtrics.com//SE/?SID=SV_3qpYNs7iHulQp

Contact Person

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