



COLLEGE OF
CHARLESTON
NEW STUDENT PROGRAMS

2025-2026 Orientation Internship Application Packet

DEADLINE FOR COMPLETED APPLICATIONS:

Due by Monday, January 20, 2025 at 5pm - submitted online by deadline.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

FOR MORE INFORMATION:

Contact the Office of New Student Programs

843-953-2017

auwaerters@cofc.edu

Are you looking for a paid summer job with meaning and purpose? Are you looking for a chance to enhance your public speaking skills, teamwork skills and take on prominent levels of responsibility?

If you are interested in serving the College of Charleston by assisting the Office of New Student Program with providing programs and services to new students and families as they transition to the College of Charleston and get paid, you should apply to be an orientation intern.

The Office of New Student Programs is currently taking applications for Orientation Interns.

Job Duties/Responsibilities/Service:

- Provide an essential service to the College of Charleston by assisting the Office of New Student Program with transition programs for new students and families
- Serve as a resource of information about the College and its various student services
- Facilitate in person small group discussions among incoming students regarding topics of student resources, major exploration, diversity and various other topics
- Instruct students in the use of e-mail and MyPortal
- Be a positive leader and role model to new students
- Guide students through the academic advising and registration process
- Handle questions and referring new students and families to appropriate resources on campus
- Assist with the logistical details of Orientation in a teamwork setting

Qualifications:

- Cumulative GPA of at least 2.5 or higher (by the end of the Fall 2023 semester)
- Have and maintain good conduct standards with no outstanding judicial sanctions
- Excellent communication skills, dependability, tolerance, maturity, and professionalism
- Knowledge of the College of Charleston campus, services, and technology
- Excitement and pride for the College of Charleston and an interest in helping students and families have a positive transition experience.
- Ability to work well with students, parents, peers, faculty, and staff
- Willingness to interact with and lead both large and small groups of new students and families
- Flexibility and a positive attitude while working with fellow interns, incoming students and families
- Experience in working in a group/team setting as a positive team player and provide services needed by the Office of New Student Programs
- Ability to separate personal situations from work environment

Expectations:

- Present and maintain the values and professional image of the College and the Office of New Student Programs to new students, their families, faculty, staff and community members
- Understand that the work is an essential service to the College of Charleston and the Office of New Student Programs. The main expectation is to provide transition services to new students and families that the Office of New Student Programs needs to be completed.
- Interns can enroll in Maymester classes; in person summer classes will conflict with Orientation but asynchronous virtual classes are OK. The orientation internship is a primary job and interns are expected to be available during workdays and hours listed.
- Attend all training dates and professional development sessions
- Work at all summer 2025 orientation sessions, summer Wednesday work sessions, August move-in weekend events, Maroon Mayhem, Welcome Week and the spring 2026 orientation sessions.
- Start workdays at 6:30 am and work until 6 pm (on the first day of orientation) and until 5 pm (on the second day of orientation) during summer orientation sessions
- Meeting with the Director of Orientation in January 2026 for a job evaluation
- Maintain a minimum 2.5 GPA through your employment
- Maintain good conduct standards with no outstanding judicial sanctions

Transferable Job Skills You Will Learn:

- Communication Skills (verbal and nonverbal)
- Problem Solving
- Independent Work
- Multi-tasking
- Teaching
- Teamwork
- Customer Service
- Logistics/Planning
- Group Facilitation
- Creativity
- Leadership
- Knowledge of Campus Resources
- Professionalism
- Critical Thinking
- Confidence
- Empathy
- Active listening skills development

Compensation:

- \$10.75 per hour for training, all Orientation sessions, all preparation and professional development sessions, Maroon Mayhem, Convocation and Welcome Week
- Interns may work an estimated total of 40 hours per week during the summer orientations and 20 hours during the spring orientation sessions. Additional hours at the beginning of the academic year may be required
- Interns are provided with uniforms, campus parking during orientation events, and a housing stipend (that can be used for on or off campus housing) during orientation if needed. Lunch during orientation is provided to interns at no charge.

Employment Dates:

Interns must participate in training before Orientation, work during ALL Orientation sessions, Move In weekend and Welcome Week activities as well as attending additional meetings as necessary.

(If you have a class conflict with the Spring training dates [which will be available at the interview], you will be excused from those meetings and will plan a make-up time with the Director of Orientation)

Training Dates:

Spring Training Meetings – Dates and Times TBA

Work Dates

Interns must participate in training before Orientation, work during ALL Orientation sessions, Move In weekend and Welcome Week activities as well as attending additional meetings as necessary.

(If you have a class conflict with the Spring training dates (which will be available at the interview), you will be excused from those meetings and will plan a make-up time with the Director of Orientation)

Training Dates:

Spring Training Meetings – Dates and Times TBA

Summer Training

Monday, June 2 – Friday, June 13 (weekdays – including some evenings)

Summer 2026 Orientation Dates

Session 1 June 16 and 17

Session 2 June 19 and 20

Session 3 June 23 and 24

Session 4 June 27

Session 5 July 7 and 8

Session 6 July 10 and 11

Session 7 July 14 and 15

Session 8 July 18

Session 9 July 21 and 22

Session 10 July 24 and 25 (not published)

Session 11 August 11

Session 12 August 12 (not published)

Session 13 August 14 and 15

Summer professional development and orientation preparation work: specific dates provided during interview

Move in Weekend and Welcome Week

August 15-22 (approx. 8 hours)

First Four Week Emails and Campus Event (August 18 – Sept 12)

If you have a small group during the summer, you will be expected to email the students once a week from August 19 – September 13 and invite them to attend one campus event with you.

You will be provided an email list of your students and Stephanie will send out an email each week with activity ideas. To be paid for this work, you are expected to send copies of the emails to orientat@cofc.edu. You will be paid for 2 hours of time in August and 3 hours of time in September.

Final Summer Debrief – small group meetings in September (Times to be announced in Sept)

January 2026 Training Meeting and Orientation: TBA

Application and Interview Timeline

Please submit your application online by January 20, 2025, at 5pm

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

Application:

The application can be found online <https://forms.gle/QMzxC72efHUXjQPaa>

You can change your answers after you have submitted the form until January 22 at 5 pm. The answers are important so you may want to type them about ahead of time and copy and paste into the online application. Please make sure to answer all the questions.

Application Questions:

1. Why do you want to be an orientation intern?
2. What excites you the most about becoming an orientation intern? What are some things that make you nervous about being an intern?
3. What qualities do you think are essential for a College of Charleston Orientation intern to have? Which of the qualities do you feel you already have and why?
4. Briefly discuss your transition to becoming a student at CofC. How did you handle this transition?
5. What skill or skills would you need to work on or improve to do well in this job?
6. What role do you typically take in a group/team? Describe an experience when you worked in a group/team setting. What went well and what did not go well?
7. What are three things that make you happy?
8. What irritates you about other people and how do you deal with it?
9. What is one thing you would like to change about CofC?
10. Describe a time you worked with someone who is different than you. (work, roommates, student group, class or group activity from college or high school is fine)
11. How would you describe CofC to someone who is visiting for the first time?
12. What do you hope to gain from this position?
13. What animal best describes you and why?

14. Briefly list previous experiences (with the dates you were involved) such as internships, work-study, part-time, summer jobs, volunteer positions, participation in organizations and/or athletics, etc. Also explain how these experiences can contribute to the role of Orientation Intern. If you would like to email your resume to add to your application, please email it to orientat@cofc.edu.

If you are emailing a resume and it includes the information above, you can use this block to explain how these experiences can contribute to the role of an orientation intern. Please put in the first sentence that you are emailing the resume.

Please provide the name of the person who will be providing a reference for you.

References:

Please provide one reference using the form at the end of this packet, via a written sealed reference letter or an email to orientat@cofc.edu.

The reference can be a faculty or staff at the College of Charleston, a former high school teacher, current/previous employer or someone who can speak to the skills that are required for this internship.

Your reference can return the form at the end of the application packet directly to the Office of New Student Programs by fax, mail, email or campus mail. If the applicant would like to turn the reference into the Office of New Student Program, the forms should be in a sealed envelope.

Your application will not be considered incomplete without a reference.

Interview Timeline

All applicants selected for an interview will be contacted by January 24 regarding the interview time. The interview process will be a two-part process.

Part 1: First interview

Individual interviews will be conducted in person beginning January 29 – February 14. Students selected for interview will be contacted by the Office of New Student Programs to arrange an interview time.

Part 2: Second Interview

Following individual interviews, select individuals will be contacted to participate in individual or group interviews from February 18-February 26.

Notification:

All students who are interviewed will be notified of their status by February 28.

Late applications may not be considered

Questions or Concerns:

*Inquiries about the internship can be directed to
Stephanie Auwaerter, Director of Orientation
auwaerters@cofc.edu
or call (843) 953-2017*

College of Charleston Orientation Internship

Applicant Reference

I hereby waive any and all rights of access to this document which is to be included in my application for the Orientation Internship at the College of Charleston. This waiver applies to the Family Education Rights and Privacy Act. I understand that this document may not be used for any purpose other than the evaluation of my qualifications for employment.

Authorizing signature of applicant _____ Date _____

Full name of applicant _____

To the evaluator: The above student is applying for the Orientation Internship with the Office of New Student Programs at the College of Charleston. If selected, this student would be a representative of the College and would welcome new students and their families to our college community. Our Interns are expected to maintain a high degree of professionalism and should exhibit significant leadership skills. Please evaluate the capabilities of this student based on your interactions. We value your assistance with our selection process.

The forms can be sent directly to the Office of New Student Programs by fax, email, mail or campus mail. If the applicant would like to turn the references themselves, the references should be in a sealed envelope. If writing a reference letter is easier, it will be accepted. Please cover the areas listed below in the letter.

Reference name: _____

1. Please describe the length and capacity of your relationship with the applicant:

2. Please rate the applicant in the following areas by placing a check in the appropriate box. If you have *additional comments, please use the back of the page or attach a letter*):

	Above Average	Average	Below Average	Not Observed	Comments
Professionalism					
Tolerance					
Responsibility					
Maturity					
Cooperation					
Communication Skills					
Punctuality					
Leadership					

3. Overall Evaluation: (please circle one)

Do not recommend

Recommend
with reservations

Recommend

Highly
Recommend

Please return this form by January 22, 2025, to:

The Office of New Student Programs, 66 George St. Charleston, SC 29424
Phone: 843-953-2017 ~ Fax: 843-953-5800 ~ Email: orientat@cofc.edu