



COLLEGE OF
CHARLESTON
NEW STUDENT PROGRAMS

2026-2027 Orientation Internship Application Packet

DEADLINE FOR COMPLETED APPLICATIONS:

Due by Monday, January 30, 2026 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

If you want to help new students and families transition to the College of Charleston, enhance your public speaking skills, gain more leadership and teamwork skills and get paid, apply to be an orientation intern.

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
- Facilitate in person small group discussions among incoming students regarding topics of campus resources, major exploration, and various other topics
- Instruct students in the use of e-mail and MyPortal
- Be a positive leader and role model to new students
- Handle questions and refer 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 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 all orientation participants
- Experience in working in a team setting as a positive team player and providing 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. 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 2026 orientation sessions, summer Wednesday work sessions, August move-in weekend events, Maroon Mayhem, Weeks of Welcome and the spring 2027 orientation sessions.
- Start workdays at 6:30 am and work until 6 pm (on the first day of orientation) and until 3 pm (on the second day of orientation) during summer orientation sessions
- Meeting with the Director of Orientation in January 2027 for a job evaluation
- Be registered for fall classes in the upcoming semester by May 1.

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:

- \$12.00 per hour for training, all Orientation sessions, all preparation and professional development sessions, Maroon Mayhem, Convocation and Weeks of Welcome
- 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 wages, uniforms, campus parking during orientation events, and a housing stipend (that can be used for on or off campus housing) during the June and July orientation sessions. If you live on campus, your early move in fee is paid for you for the freshman August session. Lunch during orientation is provided to interns at no charge.

Interview Timeline

All applicants selected for an interview will be contacted by February 4 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 February 6 – 13.

Students selected for interviews 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 a group interview from February 18-February 25.

Notification:

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

Employment Dates:

Interns must participate in training before Orientation, work during ALL Orientation sessions, Move In weekend and Weeks of Welcome 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)

Work Dates

Interns must participate in training before Orientation, work during ALL Orientation sessions, Move In weekend and Weeks of Welcome 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 1 – Friday, June 12 (weekdays – including some evenings)

Summer 2026 Orientation Dates

Session 1 June 15 and 16

Session 2 June 18 and 19

Session 3 June 22 and 23

Session 4 June 25 and 26

Session 5 July 6 and 7

Session 6 July 10

Session 7 July 13 and 14

Session 8 July 16 and 17

Session 9 July 20

Session 10 July 23 and 24 (not published)

Session 11 August 10

Session 12 August 11 (not published)

Session 13 August 13 and 14

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

Move in Weekend and Weeks of Welcome

August 15-21 (approx. 8 hours)

First Four Week Emails and Campus Event (August 17 – Sept 11)

If you have a small group during the summer, you will be expected to email the students once a week from August 17 – September 11 and invite them to attend one campus event with you.

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

January 2027 Training Meeting and Orientation: January 7 and January 8 (not published)

Application Information

Please submit your application online by January 30, 2026, at 5pm

Application:

The application can be found [online](#).

You can change your answers after you have submitted the form until the deadline. The answers are important so you may want to type them about ahead of time so you can copy and paste them 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. Briefly discuss your transition to becoming a student at CofC. How did you handle this transition?
4. What are three things that make you happy?
5. What is one thing you would like to change about CofC?
6. 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)
7. How would you describe CofC to someone who is visiting for the first time?
8. What do you hope to gain from this position?
9. What animal best describes you and why?
10. Email your resume to orientation@charleston.edu. If you don't have a resume, in the box on the application briefly list previous experiences (with dates you were involved) such as internships, work-study, part-time, summer jobs, volunteer positions, participation in organizations and/or athletics, etc.

References:

Please provide one reference using the form on our website or a letter covering the topics on the reference form. The form can be found on the [orientation website](#) under the orientation internship section on the internship application page. 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.

The reference can be submitted by mail, email (orientation@charleston.edu), campus mail or dropped off to the office in the Lightsey Center Annex. If the applicant would like to turn the reference into the Office of New Student Program, the forms should be in a sealed envelope.

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*