



New Student & Family Programs  
UNIVERSITY OF COLORADO BOULDER

## **NODA Intern**

### **New Student & Family Programs**

### **University of Colorado Boulder**

#### **NSFP Overview**

New Student and Family Programs (NSFP) collaborates with faculty, staff, and student leaders to support incoming students and their families through their transition to the University of Colorado Boulder by:

- Serving as a centralized hub that equips students with resources, guidance, and peer connections to facilitate a successful transition to CU Boulder, and develops an inclusive community.
- Offering intentional opportunities to new students and families to engage with academic units, support services, and other community members.
- Providing experiences that cultivate community, celebrate traditions, and set campus expectations that encourage pride and a sense of belonging.

Learn more about NSFP and our programs on [our website](#).

#### **Internship Summary**

NSFP's orientation model has been centered on Fall Welcome programming for several years now, with all in-person orientations held during the week of move-in, along with additional community-building and transition activities spread throughout students' first two weeks on campus. During the summer, we offer opportunities for one-on-one virtual appointments with student leaders (our Journey Leader Mentors) and support for the advising and course registration processes through our Online Experience. We also provide information and assistance to families through summer webinars and coffee hours, as well as family-focused Fall Welcome programming and bi-weekly newsletters.

We have recently been tasked with adding more options for students to receive in-person support on campus throughout the summer. To this end, in summer 2023 we piloted a multi-day, extended

orientation program (CU Explore) as an additional option for a small group of students. In summer 2024, we will be both refining CU Explore and offering additional one-day opportunities for students to come to campus for a mix of community-building activities and time with their colleges' advising teams.

The NODA Intern will assist with the final preparations for and execution of these summer programs, along with virtual programming for students and their families and the more long-term planning for our traditional slate of Fall Welcome events. This will offer an opportunity to be involved with programs of a variety of ages—from the first-year pilot of a brand new program, to the further refinement of a young one, to signature events that have existed largely in their current form for several years now.

Successful candidates for this role will be expected to have excellent organizational, communication, customer service, and time management skills, as well as strong attention to detail, adaptability, and commitment to student-centered work. This role will help to provide experience in program planning and management, student leadership development, student supervision, assessment, and more.

The NODA Intern directly reports to the Senior Program Coordinator in NSFP and will assist with projects headed by a variety of members of the NSFP team.

## **Internship Period**

Eleven weeks, from May 20, 2024, through August 2, 2024, at 20 hours per week, except during high-volume event weeks (second and third weeks of July), when additional hours will be expected; start and end dates can be negotiable to fit with your academic responsibilities

## **Job Responsibilities**

### **Program management**

- Staff and help execute in-person summer programs, including
  - Five to seven 1-day on-campus opportunities for incoming students and their families, focused on building meaningful connections with other students and gaining knowledge related to their colleges and majors—this program is a new addition for us this summer (program name TBD)
  - CU Explore, which consists of two 3-day, overnight, extended orientation experiences for incoming students, focused on increasing familiarity with campus and the city of Boulder and building a sense of belonging within the CU Boulder community; this program will require evening and weekend hours

- Participate in virtual summer activities hosted by NSFP for incoming students, as well as webinars and coffee hours for their families
- Collaborate with NSFP Coordinators on preparation for all in-person and virtual summer events and activities, as well as long term planning for Fall Welcome events
- Assist the Assistant Director with assessment of summer programs, including building and sending post-event surveys and coding open-ended survey responses
- Benchmark other institutions' summer program models

### **Student development and leadership**

- Assist Coordinators in supervising team of Journey Leaders and Journey Leader Mentors
- Support Journey Leader Mentors in engaging Journey Leaders throughout the summer to reduce attrition, through virtual connection, team activities, and the creation and distribution of a summer newsletter
- Assist Coordinators with training of Journey Leaders and Journey Leader Mentors for summer programs
- Advise Journey Leader Mentors in planning this year's slate of Fall Welcome small group meetups for new students (Buff Meetups) and monitor their progress through check-ins and deadlines as needed

### **Other duties as assigned**

- Provide secondary support to office staff in the execution of all office operation and programming efforts
- Some evening and weekend hours will be required

### **Qualifications**

- Completed bachelor's degree is required; master's or doctorate in progress in a field related to higher education is preferred
- Self-motivated learner who both asks questions and takes initiative to find answers and carry out tasks independently
- Strong written and verbal communication skills, including comfort with occasional public speaking
- Excellent problem-solving and critical thinking skills, as well as creativity and flexibility in meeting institutional and departmental goals
- Outstanding organizational and time management skills with the ability to handle competing priorities
- Collaborative mindset and comfort playing a variety of roles on a team, as well as receptiveness to feedback
- Experience supervising students in a higher education setting is preferred

## **Compensation**

Compensation will be paid hourly, at a rate of \$22/hr, with an expected total for the full 11 weeks of approximately \$5200.

Additional compensation will include a 40-meal block meal plan, housing in a private bedroom in an apartment shared with other CU Boulder intern(s), access to the Rec Center, and parking near housing location, if needed.

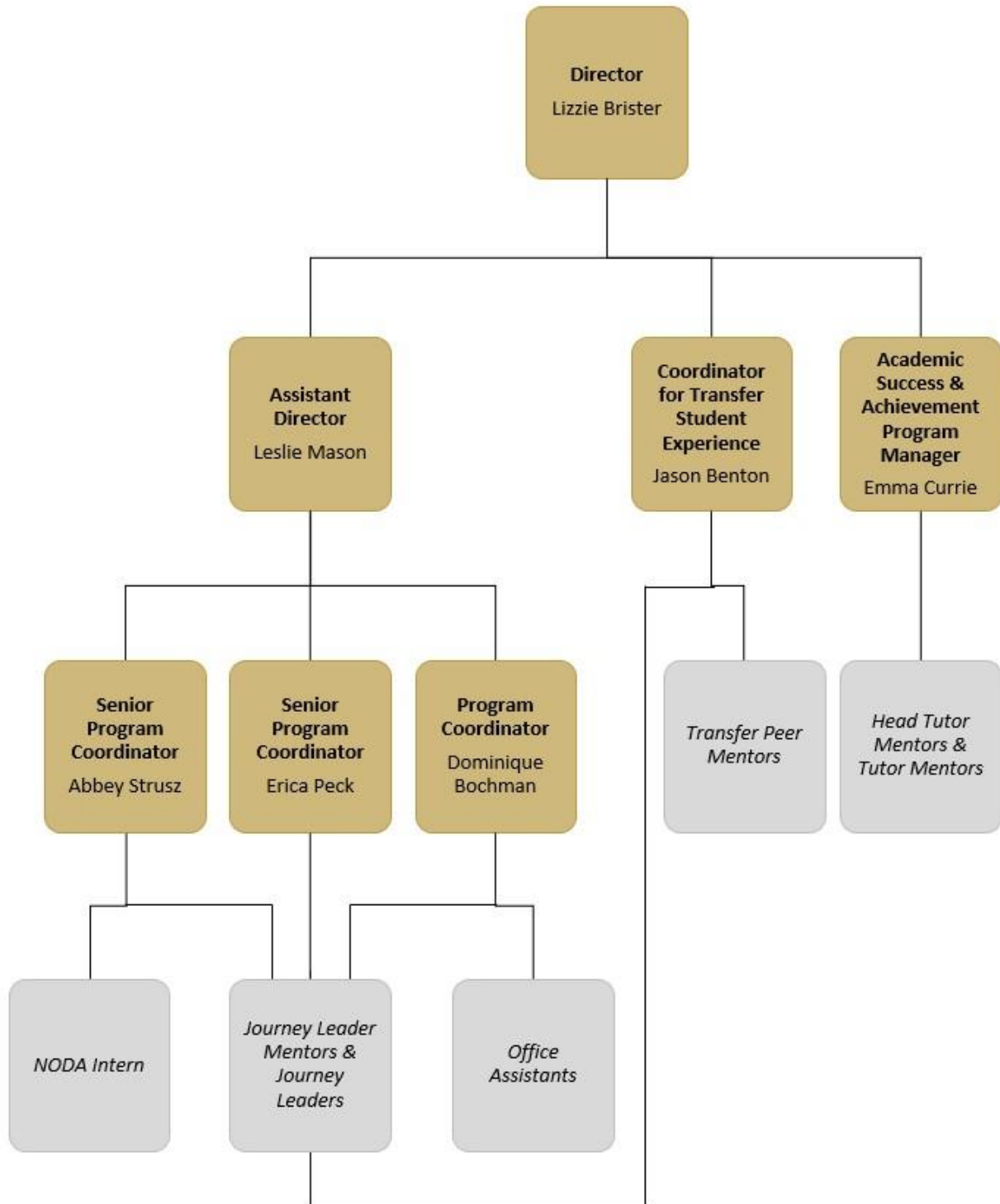
## **Additional Opportunities**

NSFP can help to connect NODA Intern with other Student Affairs or academic offices pertaining to the intern's career interests for conversations or shadowing. Options may include offices such as Center for Inclusion and Social Change, Career Services, Academic Advising, Off-Campus Housing and Neighborhood Relations, SA Communication and Marketing, or SA Planning, Assessment and Data Analytics.

*The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, political affiliation, or political philosophy. All qualified individuals are encouraged to apply.*

# Supplemental Information

## NSFP Organizational Chart



## **Journey Leader Program**

### **Program summary**

The Journey Leader program is entering its seventh year. Journey Leaders (JLs) are seasonal support staff, employed during high programmatic times—primarily through Fall Welcome, but also supporting summer programs, Family Weekend, JL recruitment, and Spring Welcome. Journey Leader Mentors (JLMs) are returning JLs who have applied to and been selected for the JLM position, which provides year-round employment and a higher-level leadership role within the team.

All new JLs enroll in a required, 1-credit, 8-week leadership course in the Spring semester to help prepare them for their interactions with new students and families. Each section of the course is taught by one of the four NSFP Coordinators, with assistance from a pair of JLMs. JLs and JLMs receive additional, program-specific training in the days leading up to these programs, as needed.

### **Journey Leaders**

NSFP employed nearly 50 Journey Leaders for the 2023-2024 programming year. The 2024 cohort is expected to be similarly sized. JLs are expected to

- Support new students and families in their transition to CU Boulder by sharing their experience, answering questions, and providing resources
- Serve on panels and present to new students through Being a Buff presentations
- Facilitate small group conversations for new students, mingle and help students connect with each other, and lead activities at social events
- Help new students and their families navigate CU Boulder, both systematically and geographically
- Set up and tear down events, including transporting supplies around campus
- Check in attendees and manage crowds at events
- Represent CU and NSFP through social media channels

The NSFP Coordinators collectively supervise the JLs.

### **Journey Leader Mentors**

NSFP currently employs 8 Journey Leader Mentors, 4 of whom are returning to the JLM position from last year. In addition to sharing the JL responsibilities, JLMs are also expected to

- Mentor and help train the JL team to ensure they are prepared to execute program goals
- Serve as a liaison between the Coordinators and JLs by establishing open and effective lines of communication
- Help reduce program attrition by providing engagement opportunities for JLs throughout the summer
- Build the JL program with the Coordinators through recruitment efforts such as tabling and overall promotion of the JL program

- Create facilitation guides for JL-led programs and activities, such as Fall Welcome small group meetups
- Assist the Coordinators with preparation for upcoming events and programs

The four NSFP Coordinators each supervise 2 JLMs.

## **Selected Summer and Fall Welcome Program Timeline**

### **May**

- Matriculation for Summer and Fall students
- Online Experience launches
- Family webinars and coffee hours
- JLMs begin summer engagement initiatives with JLMs

### **June**

- Summer programs
  - Training for JLMs and JLMs assisting with summer programs
  - Two 1-day on-campus programs (June 12 & 20)
  - Virtual connection programs
- Family webinars and coffee hours

### **July**

- Summer programs
  - Three to five 1-day on-campus programs (July 1, 8, 10, 12 & 22)
  - Virtual connection programs
  - Two CU Explore sessions (July 14-16 and 18-20)
- Family webinars and coffee hours
- Course registration for new students begins

### **August**

- Training for JLMs and JLMs for Fall Welcome
- Fall Welcome
  - New Student Orientations
    - International Student Orientation
    - Graduate Student Orientation
    - Transfer Student Orientation
    - Commuter Student Orientation
    - First Generation Student Orientation
  - Signature Events
    - Neighborhood Block Parties
    - Welcome to Our Herd

- College Day
  - CU Kickoff
  - Spirit Night
  - WelcomeFest
  - Be Involved Fair
  - CUnity Fest
- Buff Meetups
- Family Programs
  - Family welcome tents
  - Letters from Home
  - Navigating the Transition

NSFP serves as the central hub for Fall Welcome Signature Events, though many are planned by or in collaboration with other campus offices, including the academic colleges, Center for Student Involvement, Athletics, Advancement, and the Center for Inclusion and Social Change.

### **Other NSFP Programs and Initiatives**

- Academic Success & Achievement Program Tutoring (year-round)
- Transfer Buffs LLC (August through May)
- Academic Success Conference (September/October)
- Family Weekend (October)
- National Transfer Student Week (October)
- Spring Welcome (January)
- Family Day (February)
- Marinus Smith Awards (April)
- Taste of Home (April)