



**RUTGERS**  
NEW BRUNSWICK

## **Rutgers University-NB Welcome Week Planning Committee Welcome Week Intern Position Description**

### **Welcome Week Overview**

The Welcome Week Planning Committee is in charge of the programming, marketing, staffing, and logistics that help new and continuing students Explore, Connect, and Engage with the Rutgers NB community through the beginning of the Fall/Spring Semesters through Welcome Week. Between the Fall and Spring semesters our team assists over 10,000 new students (First Year and Transfer) in their transition to Rutgers. The committee collaborates with campus partners and student organizations across the university to create the overall vision and opportunities throughout the weeks. Working with key stakeholders, our team helps new Scarlet Knights find connections and community, navigate campus, participate in campus traditions and prepare for the upcoming semester – academically and socially.

### **Welcome Week Intern Position Overview:**

The Welcome Week Planning Committee at Rutgers University-New Brunswick is looking for talented and innovative individuals to apply for the position of Welcome Week Intern. Welcome Week Interns will provide support to incoming students in their transition to Rutgers University through their role on the Welcome Week Planning Committee.

The Welcome Week Intern position is from **May 2025 - February 2026** and is expected to work approximately:

- 25 hours per week from the last week in May to the second full week in August
- 10 hours per week for Welcome Week training (end of August and second week of January) and Welcome Week (Fall - Last week of August to second week of September/Spring - last two weeks in January)
- 5 hours per week during the fall semester doing office hours

Welcome Week Intern play a critical hands-on role in assisting new students in their transition and will assist with, but is not limited to:

- Aid in the brainstorm of our Welcome Week calendar by sharing student perspective
- Collaboratively create Welcome Week opportunities
- Promote Welcome Week to new and continuing students
- Supervise and train the Welcome Week Ambassador Team
- Office duties include but are not limited to answering questions, connecting students to resources, developing opportunities, etc.
- Setup and breakdown of Welcome Week programs - lifting and moving boxes/supplies

### **Welcome Week Intern Compensation and Benefits**

- **Pay:** Minimum \$15.49/hour (pre-tax), to be paid out bi-weekly
- [New Jersey Earned Sick Leave as per NJ Law](#)
- Staff uniforms will be provided: T-shirts and nametag
- In this role, you will have the opportunity to:

- Be a supervisor to Welcome Week Ambassadors and mentor to incoming students
- Be involved in event planning and program creation
- Develop essential career competencies in leadership and professional skills including interpersonal communication, cultural competency, customer service, problem-solving, and public speaking
- Learn more about the University's history, traditions, opportunities, and services, and share this knowledge with incoming students
- Develop professional relationships with staff and students
- Be part of a supportive team of professionals and student leaders while having an unforgettable leadership experience positively impacting the transition of new students

### **Criteria and Qualifications:**

- Must currently have and continue to maintain by the end of Spring 2025 a minimum 2.5 cumulative GPA
- Applicants must not be on student conduct probation or have any active sanctions with the University
- Be enrolled as a matriculating undergraduate student at Rutgers University-New Brunswick for the 2025-2026 academic year
- Must be available for ALL summer/spring trainings, summer orientation sessions, and Welcome Week (Fall/Spring)
- No summer classes or other summer jobs (unless approved by a professional staff supervisor)
  - If you are considering taking courses, please meet with a professional staff member to discuss this further.
- International students must currently have a VISA and Workers Permit that allows them to work in the US. Able to work 40 hours per week over the summer.

### **General Expectations**

- Ability to work in a fast-paced environment
- Attention to detail and willingness to learn
- Flexibility and adaptability
- Strong communication, time management, customer service, and public speaking skills
- Positive energy and enthusiasm
- Experience working with diverse groups of individuals

### **As a Welcome Week Intern, you are expected to attend the following dates:**

- You will attend the Welcome Week Planning Committee meetings (In-person/Virtual) - these are monthly throughout the academic year and bi-weekly over the summer
- You will have bi-weekly 1:1 check in meetings with your supervisor
- **Summer 2025:**
  - End of May to End of June: Staff Training and Office Hours
  - End of June to Start of August: Orientation Program Support and Office Hours
  - End of August: Welcome Week Training

- End of August - Second Week of September: Welcome Week
- **Fall 2025:**
  - September to December: Office Hours
- **Spring 2026:**
  - Second Week of January: Welcome Week Training
  - Last Two Weeks of January: Spring Welcome Week

***NOTE: This position description is subject to change based on University operating status or plans***