

Summer 2025 Internships

STEP is pleased to offer four (4) full-time (40 hours/week) paid student internships for summer 2025 with flexible May through August/September start and end dates.

FULL-TIME ... UP TO 40 HOURS/WEEK OPPORTUNITIES

Coordinator of Undergraduate Transition Initiatives (Supervisor: Leigh-Ann Wenzel)

Planning and implementation of initiatives focused on the transition of undergrad students into and through the W&M community.

- Leadership Pre-Orientation Student Advisor
 - Assist in planning and executing logistics for the summer Leadership Pre-Orientation Program
 - Provide direct support during the Pre-Orientation week (July 7-12 for longer days)
 - Conduct pre- and post-assessments to gather data and feedback about the program
- Data & Assessment Intern for the Find, Form & Focus (F3YE Program)
 - Research and design assessments for the F3YE Program
 - Assist in curriculum review and pilot sessions with summer focus groups
 - Edit and review final facilitation guides
 - Prepare materials for the fall semester

Coordinator of New Student Orientation (Supervisor: Kenzee Blount)

Preparing for and supporting the arrival of STEP's student leaders and newest community members, providing an opportunity to gain hands-on experience in event coordination, student communications, and partnership collaboration.

- Assist with summer communications to incoming students, ensuring timely and accurate dissemination of important information
- Collaborate with community partners to finalize event logistics and support the successful planning of orientation programming
- Work closely with the supervisor to prepare materials, resources, and schedules for New Student Orientation
- Perform other duties as assigned to support the overall success of orientation initiatives

Coordinator of Welcome Initiatives (Supervisor: Reagan Ambler)

Implementation of events that help provide an inclusive welcome and build a sense of belonging and connection, providing hands-on experience in event planning, communications, and student engagement.

- New Student Welcome Events
 - Supporting event logistics, preparation, communication efforts, and attending events (if interested) to ensure everything runs smoothly. Tasks will include pre-event supply packing, name tag creation, post-event attendance tracking, and other team support as needed throughout the summer.
- New Student "Stepping Stone" Events
 - Events that allow prospective students to connect virtually before arriving on campus. You'll help facilitate the schedule, manage campus partner involvement, track registrations, and support the virtual events to ensure a seamless experience for participants.
- Student Leader Volunteer Involvement
 - Play a key role in coordinating student leader participation, ensuring volunteers are prepared, engaged and supported throughout the process.

Coordinator of Administration & Operations (Supervisor: Lauren Garrett)

Develop administrative support while assisting with the planning and implementation of opening convocation and critical semester start activities.

- Develop CLC Welcome Desk Supports while helping to manage the summer staffing schedule
- Assist with the prep and implementation of the Opening Convocation Ceremony and engagement within the newly established Weeks of Welcome (WoW) program.

All Positions:

- Collaborate with various offices/departments throughout campus to provide student resources
- Participate in STEP staff meetings, office events, and other office duties as needed, including coverage of the Campus Living Center's Welcome Desk

Classification/Hours:

Each position will pay hourly at a rate commensurate with experience; most hours are flexible. Each position can start as early as April 9 and extend until September 8 depending on the applicant's commitments (i.e. assistantship dates, vacation travel).

Immediate Supervisor and Colleagues:

Each position reports to the staff member next to each titled description and will work with all professional, graduate, and undergraduate leaders within the STEP Office.

Desired Abilities:

The successful candidates will demonstrate an ability to collaborate, possess excellent written and oral communication skills, exhibit a high level of creative energy, and have an interest in supporting new students. They must be dedicated and detail oriented. The ability to foster growth and development in others is an asset. Candidates must be flexible and willing to work some evening and weekend hours. Student activities/programming, curriculum development, and/or event management experience preferred.

To Apply:

Email your resume/CV and brief statement of interest to the department contact information noted below. Priority consideration will be given to those who submit their materials by Wednesday, April 30.

Department Contact:

Lauren Garrett
Director of Student Transition Engagement Programs
Campus Living Center
757-221-1431
step@wm.edu

