

## Campus Programs Summer Intern Position Description

### Campus Programs Overview

The Campus Programs office is a unit within Student Centers & Activities. This office advises the Rutgers University Programming Association, runs Late Knight, and assists or plans large-scale University initiatives such as Welcome Week, Geek Week, and Senior Days. The mission of Campus Programs is to create meaningful experiences for Rutgers students, provide students with leadership opportunities, and collaborate/engage with the community.

### Campus Programs Summer Intern Position Overview:

Student Centers & Activities at Rutgers University-New Brunswick is looking for talented and innovative individuals to apply for the position of Campus Programs Summer Intern. Campus Programs Summer Interns will provide support to incoming students at New Student Orientation as well as continuing students through programming and office support during summer 2026.

The Campus Programs Summer Internship is from **June 1, 2026 - August 12, 2026** and students will work approximately 20-25 hours per week Monday - Thursday, including daytime and evening hours.

### Campus Programs Summer Interns...

- Assist with the planning and execution of events and/or special projects as assigned. These include fall events, New Student Orientation Social, Campus Programs marketing, warehouse inventory, space management, and Carnivale.
- Work with a team of students and professional staff to make decisions that move the office forward.
- Participate in training sessions throughout the summer.
- Staff New Student Orientation Social on a rotating schedule with other interns.
- Weekly meetings with supervisors.
- Other duties as assigned.

### Compensation and Benefits

- **Pay:** Minimum \$15.92/hour (pre-tax), to be paid out bi-weekly
- **Summer Housing:** single bedroom, shared apartment on campus from May 30 - August 13, 2026
- Summer Parking Pass
- [New Jersey Earned Sick Leave as per NJ Law](#)
- Staff uniforms will be provided: Polo, T-Shirt(s), and nametag
- In this role, you will have the opportunity to:

- 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 2026 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 2026-2027 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

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