

# North Dakota State University: Summer 2025

## Event Planning Internship(s)

### Position Description

The Event Planning interns play a significant role in developing and implementing events that support the transition experience for incoming NDSU students. The Orientation and Welcome Week events planned by these interns help incoming students create connections, engage campus resources, and develop a sense of belonging on campus. These positions will also serve as members of the Connection Crew on Orientation days.

**The Event Planning Interns contribute to the student transition experience with duties including, but not limited to:**

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| <b>Orientation, Tours, and Visit Days</b>       | <ul style="list-style-type: none"><li>● assisting with the development and implementation of orientation</li><li>● implementing connection-making opportunities for students and their guests</li><li>● managing special projects related to student success</li></ul>   |
| <b>Welcome Week</b>                             | <ul style="list-style-type: none"><li>● coordinating a variety of projects to ensure the success of multiple events</li><li>● organizing event logistics</li><li>● developing initiatives that encourage affinity building and connection-making</li><li>● contacting businesses for participation in events and donations</li><li>● supporting event volunteers</li></ul> |
| <b>Training and experience in the following</b> | <ul style="list-style-type: none"><li>● developing practical communication skills with diverse groups of people</li><li>● collaborating with teammates to achieve a common goal</li><li>● increasing project management expertise</li><li>● learning and practicing hospitality skills</li></ul>   |
| <b>Other Compensation</b>                       | <ul style="list-style-type: none"><li>● \$16.00 hourly pay rate</li><li>● meals (light breakfast and lunch) provided on orientation days</li><li>● lunch provided on Summer Visit Days</li><li>● on-campus summer housing is provided free of charge (optional benefit)</li></ul>  |
| <b>Internship Qualifications:</b>               | <ul style="list-style-type: none"><li>● current <b>undergraduate</b> student at NDSU</li><li>● be an enrolled <b>undergraduate</b> NDSU student for the <b>Fall of 2025</b></li><li>● maintain a cumulative GPA of 2.5 or higher</li><li>● must be in good behavioral standing with the institution</li></ul>  |

From this point forward, you also must be in good standing with the University which includes no conduct violations resulting in anything more than a warning.

- If you receive Conduct Probation, Supervised Conduct Probation, Suspension, or Expulsion as the result of a Code of Conduct Violation, you must complete your sanctions and be in good standing with the university at the time that employment begins.
- If you are not in good standing with the university, your offer of employment will be rescinded.

**Application Process:** Complete the [online application](#). After a completed application is submitted, candidates may receive an invitation for an in-person, on-campus interview.

**Timeframe:** Applications Due: March 28 | Interviews: March 31-April 3 | Decisions: April 7

<b>Event Planning Internship Schedule</b>		
May 27-30	Leadership Team Training	8:30AM-4:30PM
June 2-6	Connection Crew Training	8:30AM-4:30PM
June 9-11 June 16-18 June 26 & 27	Orientation Days	7:15AM-5:15PM
June 12 June 25	Orientation Prep Work	2-4PM
July 7-11 July 14-18	Welcome Week Prep Days	8:30AM-4:30PM
July 21	Orientation Prep Work	2-4PM
July 23-25	Orientation Days	7:15AM-5:15PM
July 28-31	Welcome Week Prep Days	8:30AM-4:30PM
August 1	Summer Visit Day	7:30AM-4PM (hours vary)
August 4-5	Orientation Days	7:15AM-5:15PM
August 6	Orientation Clean-Up Day	8:30AM-4:30PM
August 8	Summer Visit Day	7:30AM-4PM (hours vary)
August 11-15	Welcome Week Prep Days	8:30AM-4:30PM
August 18-23	Welcome Week Prep/Training/Events and Orientation	40 hours
August 24-30	Welcome Week	20 hours
September 2-5	Welcome Week Wrap Up	5 hours

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost, Title IX/ADA Coordinator, Old Main 100, (701) 231-7701 [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu)