



OFFICE OF RESIDENCE LIFE

Educational Programming & Community Engagement Intern

The Educational Programming and Community Engagement Intern is a 10 month internship that reports to the Director of Residence Life (or his/her designee). This intern is responsible for assisting in the design and development of educational programming for residence hall students and coordinating community engagement (leadership and service learning) projects.

Graduate Interns have a significant staff leadership role within the Office of Residence Life and on campus. A successful Graduate Intern must have an interest in working one-on-one with students, participating in department and University functions, and be willing to assume leadership for activities within the department. Graduate Interns participate in department meetings, training, and professional development. Graduate Interns also assist with and participate in department initiatives, staff selection & training, and assessment. Primary responsibilities include:

Educational Programming

- Assist with the delivery and management of the FYE educational programming and residence life incentive initiative.
- Assist with the design and implementation of the residence life educational programming requirements.
- Assist with the development and implementation of active and passive educational programming resources for residence life staff.
- Coordinate the management of program reports and provide appropriate reporting regarding educational programs.
- Coordinate staffing, training, and staff usage of the Residence Life Resource Area.

Community Engagement

- Assist with identifying, encouraging, and developing leadership opportunities for residence hall students.
- Assist with identifying, encouraging, and developing service learning projects for residence hall students.
- Coordinate the management and recording of student service project experiences.
- Work collaboratively with the Office of Student Life to develop, deliver, and evaluate service learning and leadership programs.

Provide Academic and Personal Support for Students

- Provide appropriate referrals, support, encouragement, and access to necessary University resources.
- Serve as a positive academic and personal role model for students and staff including reasoned decision making and displaying a positive attitude about academic and personal matters.
- Serve as an advocate for the retention of students. This includes maintaining positive relations with academic faculty and personnel, being aware of appropriate academic policies & resources, encouraging students' positive academic behaviors, and providing appropriate referrals.
- Serve as an advocate for the needs of diverse students. This includes maintaining positive relations with staff and faculty who have responsibility for the needs of diverse groups of students, be aware of resources for diverse groups of students and refer appropriately, and encourage students' social justice behaviors.

Other Duties as Assigned

- At times, a supervisor, department administrator, and/or University staff may request assignments outside the purview of this position description.