



## OFFICE OF RESIDENCE LIFE

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### Program Development Intern

The Program Development Intern is a 10 month internship that reports to the Director of Residence Life (or his/her designee). This intern has responsibilities for assisting in the development of residence hall communities, educational programming, living learning, and conflict resolution programs.

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 & Service Learning Program Development**

- Assist in the supervision of Residence Life Assistants responsible for development of educational programming materials and other miscellaneous office & training responsibilities.
- Provide support for the development of educational programming that meet the needs of students and supports the departments learning outcome initiatives including the development and delivery of residence life staff training.
- Assist in the coordination of residence life educational program scheduling with various offices and organizations.
- Assist with the development and delivery of service learning programs including hall council, IRC, and University service programs involving residence hall students.
- Coordinate the development of passive educational programming materials including bulletin boards, displays, and electronic communications.

#### **Community Development & Social Programs**

- Provide support for the development of social and community development programs for residential communities including the development and delivery of residence life training.
- Assist in the development, delivery, and supervision of large scale social programming for residential students.

#### **Residence Hall Living Learning Program**

- Assist with the development of a living learning program for selected residential communities.
- Assist with the development and delivery of undergraduate staff living learning program training.

#### **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.

#### **Department Assessment Initiatives**

- Work as a team with interns and fulltime staff to develop, implement, and interpret student satisfaction and learning assessment.
- Assume leadership for a specific assessment project and prepare a report for presentation.

#### **Other Duties as Assigned**

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