



## OFFICE OF RESIDENCE LIFE

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### Residence Hall Graduate Intern

The Residence Hall Intern is a 10 month live-in graduate intern that reports to the Director of Residence Life (or his/her designee). This intern has responsibility for assisting with leadership of a residence hall community. Responsibilities include assisting with supervision of staff, advising student organizations, developing community, development of educational and social programming, responding to student behavioral concerns, providing academic and personal support for students, assisting with facility management responsibilities, and administrative responsibilities.

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:

#### Staff Supervision

- Assist with providing supervision for 3-10 Community Coordinators/Advisors (undergraduate students) including: maintaining daily contact, conducting regular supervision meetings, providing ongoing and regular performance appraisals, and directing staff in the course of their position responsibilities.
- Assist with providing leadership for a staff team, including: facilitating regular team meetings, providing appropriate training and staff development, and directing teams in the course of their position responsibilities.
- Assist with developing and presenting department selection, training, and staff development for Community Coordinators/Advisors.
- Assist with leadership, as assigned, for selecting, training, scheduling, supervising, and evaluating Residence Life Desk Assistants.

#### Student Organization Advising

- Provide initiatives to developing and maintaining a hall council for townhouse residents including: maintaining daily contact, participation in one-on-one meeting with executive officers, and attend general body meetings.
- Provide leadership for training student leaders individually and in a group setting.
- Assist with the development and implementation of programs and activities.
- Assist with providing reasoned advice on the management of programming, damage, and hall spending.

#### Community Development

- Provide leadership for the development of educational, social, and community programming.
- Provide leadership for the intentional development of the community including encouraging safe, respectful, and responsible community behaviors.
- Provide leadership for the development of a hall and floor community.
- Provide appropriate training, staff development, and support for the development of communities.

#### Response to Student Behavioral Concerns

- Provide appropriate responses to violations of residence hall and University code of conducts and adjudicating or resolving through referral, mediation, adjudication, etc.
- Develop and implement appropriate administrative systems for recording maintenance concerns, student confidentiality, and timely response to student concerns.

#### Educational and Social Programming

- Provide leadership for the development of comprehensive social programming for the community.
- Provide leadership for the development of educational and social programming.
- Provide appropriate training, staff development, and support for the development of communities.

#### Facility Management

- Develop and implement appropriate administrative systems for the reporting and follow-up on facility concerns and damages.
- Serve as an advocate for a safe and clean living environment. This includes developing and maintaining positive relations with maintenance, custodial and other facility staff; report concerns which impact the quality of the living environment; providing appropriate response with individuals who conduct impacts the facility environment negatively.

## **Administrative Responsibilities**

- Participate in the Residence Life Duty rotation with fulltime and graduate staff during the academic year, breaks, and summer.
- Develop and implement appropriate systems for: staff supervision, community development and programming, response to student behaviors, housing assignments, facility concerns, room use requests, equipment check-out, key and furniture inventory, etc.
- Provide a timely response to all requests from students, staff, supervisors, and other University personnel for information and materials as directed.
- Assist in the management of hall opening and closing at the beginning and end of each semester and break.
- Assist with room selection and changes during specified periods and as necessary.
- Maintain appropriate records that respect student confidentiality and rights.

## **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.

## **Minimum Qualifications**

Preference is given to candidates with previous residence hall and student leadership experience as a live-in staff member.