



OFFICE OF RESIDENCE LIFE

Staff Training & Development Intern

The Staff Training & Development 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 development and delivery of the staff recruitment, selection and training, for undergraduate staff.

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:

Development and Delivery of Staff Training for Student Staff

- Assist in the development and delivery of the ongoing training program for all undergraduate student staff to occur prior to the start of each semester and summer.
- Assist with development and delivery of ongoing training for all undergraduate staff to occur during each academic semester.
- Assist with the development of training resources for staff including the staff manual, on-line training, staff web page development, and staff training modules.
- Assist with the planning and implementation of staff development and recognition events.
- Administer and certify the completion of training competencies for undergraduate student staff.

Supervision of Residence Life Central Office Administrative Assistants

- Assist in the supervision of the Administrative Assistants responsible communications and administrative tasks for the office.
- Coordinate daily and break schedules; completion of administrative tasks, and coordination of hiring and employment action as appropriate.

Staff Recruitment, Selection, and Communications

- Assist in the development of recruitment plans and materials for undergraduate staff positions.
- Assist in the development of staff selection plans and materials for undergraduate staff positions.
- Assist in designing and managing communication systems with all undergraduate staff.

Providing 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.