Division of Student Affairs
Position Description

Official Job Title: Residence Life Summer Intern
Job Code/Level/Family: Department:
Supervisor: Residence Coordinator
Position Status: Biweekly Non-exempt
Staff Supervision: Student staff resident assistants
Schedule Note: Occasional evenings and weekend work required

Scope of Responsibilities
The Summer Intern for Residence Life assists the department with summer school supervision, residential operations, and assessment initiatives. The position will establish and sustain a positive summer residence hall living community that is inclusive, built on values of mutual respect and self-responsibility; and that promotes and celebrates learning as a cornerstone of the residential and university experience. They will also contribute to the development of the department and residence life program through benchmarking, assessment, and best-practices research.

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<th>Duties</th>
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<td>Supervise and assess the job performance of assigned student staff members (including 9-12 Resident Assistants and 1 Graduate Resident). Monitor performance in building positive communities with emphasis on forming individual connections with residents and elevating the intellectual climate of the residential community.</td>
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<td>Coordinate administrative processes for move-in and move-out transition periods and student resident records (including room condition reports and key cards). Communicate with housing assignments and custodial supervisor(s).</td>
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<td>Support the residential community in ways that attend to the well-being of its members, including mediating student disputes and deferring to emergency support when needed. Provide assistance, advice and support for students in crisis. Adjudicate conduct cases.</td>
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<td>Develop and implement initiatives that promote the establishment and sustainability of positive communities that are characterized by inclusion, mutual respect and celebration of learning.</td>
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<td>Perform related duties as assigned or required to meet department, division and University goals and objectives.</td>
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**Required Minimum Qualifications**

Education/Training: Work requires a Bachelor’s degree and current enrollment in a Master’s degree in education, counseling, or related area.

Experience: Work requires strong analytic, communication, and organization skills. Strong candidates possess demonstrated ability to work in and lead teams, provide counsel to students, and plan and implement residential programs.

**Specific Skills and Competencies**

- Excellent organization skills and the ability to manage concurrent projects within established guidelines;
- Strong customer services skills;
- Ability to problem solve