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## Residence Life Graduate Internship Program

The Residence Life Graduate Intern is a live-in graduate intern that reports to the Director of Residence Life or their designee. This intern has responsibility for assisting with leadership of a residential community. Responsibilities include assisting with supervision of staff, developing community, advising student organizations, 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 supervision for desk attendant staff.
- Assist with providing leadership, as assigned, for selecting, training, scheduling, supervising, and evaluating Residence Life student employees.
- Assist with providing supervision for academic semester/summer Resident Assistants.
- Assist with development and implementation of staff selection and training for Resident Assistants.
- Assist with the supervision of the residential community.

### Community Development and Residential Experience

- Assist in the development of educational, social, and living learning community programming.
- Provide leadership for the intentional development of the community including encouraging safer, respectful, and responsible community behaviors.
- Assist with providing leadership for the development of residential community.
- Assist with providing leadership for the development of student staff and Resident Assistants.
- Assist with providing appropriate training, staff development, and support for developing inclusive communities.

### Student Organization Advising

- Assist with providing initiatives to develop and maintain a hall council for residents including maintaining daily contact, participation in one-on-one meetings with executive officers, and attending general body meetings and programs.
- Assist with the development and implementation of programs and hall activities.
- Assist with providing reasoned advice on the management of programming and university purchasing policies.

### Response to Student Behavioral Concerns

- Provide appropriate responses to violations of residence hall and University code of conduct by adjudicating or resolving through a referral and/ or mediation.

### Facility Management

- Work with 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 whose conduct impacts the environment negatively.

### 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. In addition, building positive relationships with all students of diverse populations and understanding the needs of Central students.

### **Administrative Responsibilities**

- Participate in the Residence Life duty rotation with full-time staff during the academic year and breaks.
- 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 breaks.
- Assist with room selection and changes during specified periods and as necessary.
- Assist in managing the Hall Council and Resident Assistant programming budgets.

### **Other Duties as Assigned**

- At times, a supervisor, department administrator, and/or University leadership may assign tasks or projects outside the purview of this position description.

### **Work schedule**

1. 25 hours of scheduled work per week, about 5 hours each day Monday through Friday, taking place in the assigned residence hall or the main Residence Life Office.
  - a. One shift a week will take place during evening hours built around the graduate intern's class schedule.
  - b. Weekly staff meetings (residence hall and department) will be included in the work time.
  - c. Workload will diverge from the 25-hour work week schedule during training, closing, and holiday periods.
  - d. Due to the nature of live-in work, there are often programs, meetings, and incidents that occur outside of scheduled office hours. While many Graduate Interns for other areas work 35+ hours, by reducing the scheduled work time it accounts for the fact that there may be upwards of 10 hours weekly of the above that occurs outside of scheduled office hours, equating to 35 hours per week.
2. Participate in weekend duty coverage three weekends per semester with a Resident Director initially and then independently.
3. Respond to nighttime emergencies as they occur.
4. Carry a department issued cell phone during working hours and on-call duty periods.

### **Supervision**

1. Program supervisor – Marvin Wilson, Director of Residence Life
2. Direct supervision - provided by Residence Life Area Coordinator of area employed

### **Minimum Qualifications**

- Previous residence hall staff experience as a resident student.
- Previous experience as a Resident Assistant/Advisor is preferred.

### **Compensation Package**

1. Housing - A furnished apartment is provided free of charge due to the live-in responsibilities of the position.
2. Stipend - \$15,000 from July to May, paid biweekly. Summer contracts are available with additional pay of up to \$5,000 for the summer.
3. Tuition – tuition and fees at any CSCU university up to 8.99 credits each semester. (Graduate Interns who choose to be full-time students shall be required to pay full-time tuition and a portion of the University General Fee to cover accident and health insurance. All other University Fees will be waived)

### **Evaluation**

There will be monthly meetings where the Graduate Intern is informally evaluated on their performance, success areas, and improvements, and at least one formal evaluation per semester.

**The Graduate Intern will be provided with the Residence Life staff manual and will be expected to follow all protocols as outlined in the documents.**

**The Graduate Intern must pass a background check like the live-in professional staff.**

### **Application**

Interested candidates should email their resume, cover letter, and three references to Marvin Wilson at [reslife@ccsu.edu](mailto:reslife@ccsu.edu).