
Residence Life Graduate Internship Program

Programming and Conferencing Intern

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 in the overall tracking and assessment of the department's programming initiatives including the Living Learning Communities and Theme Housing Communities and providing assistance and support to Residence Life Summer Conference initiatives. In addition, this graduate intern may assist 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:

Support for Tracking Residence Life Program Initiatives

- Assist with the management of tracking all the Residence Life programs provided by the Residence Life staff.
- Maintain record of Living Learning Communities (LLCs) and Theme Housing programs being met on a semester basis.
- Assist with the development of weekend programs and work closely with Residence Directors/Area Coordinators and IRC Advisors to design weekend programs on campus.
- Create and distribute a weekend calendar of events for the Office of Residence Life.
- Attend LLCs meetings with all staff and faculty involved.
- Work closely with staff to continue the development and design of LLC and Theme Housing communities.

Support for Assessment

- Assist in the development, designing and dispersing of surveys and other assessment methodologies for the Office of Residence Life.
- Participate and assist in the Student Academic Success & Retention Task Force committee.

Support for Student Life & University Programming

- Provide support to RA selection & training activities as needed.
- Participate in selected University and department planning communities: Weeks of Welcome, Homecoming & Family Day, Spring Week and other event committees as assigned.
- Serve as an advisor for Inter Residence Council (IRC) including attending executive board and body meetings, advising programs, conferences, and retreats.
- Assist with providing reasoned advice on the management of programming and university purchasing policies when serving as an advisor for IRC.

Support for Summer Conferences

- Assist with supervision of the Summer Conference Assistants and Summer Resident Assistants.
- Assist in managing resident students summer housing, and orientation check in/out, duty, desk coverage, room checks, coverage at evening social events and resolution of prospective issues & concerns for summer housing and overnight orientation sessions.
- Work with the Office of New Student Programs to assure that new students staying during overnight orientation sessions have a safe, friendly, and well managed overnight stay.
- Assist with the distribution and collecting assessment data from the overnight orientation stays.
- Assist in the management of Residence Life Social Media outlets during the orientation sessions.

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.

Administrative Responsibilities

- Assist with customer service and share information with students and families.
- Assist with student activities purchasing paperwork.
- Support Mid-Campus Facilities use functions related to room reservations.
- 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.
- Submit programming reports as needed.
- Create and submit assessment data as needed.

Work schedule

1. 25 hours of scheduled work per week, about 5 hours each day Monday through Friday, taking place in 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 Sandra Matthews, Associate Director of Residential Education

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.

This internship is ideal for individuals with prior experience as a Resident Assistant who are looking to enhance their skills, pursue a Master's in Student Development in Higher Education at Central, and prepare for roles such as a Residence Hall Director.

Application

Interested candidates should email their resume, cover letter, and three references to Marvin Wilson at reslife@ccsu.edu.