

Finance and Administrative Support Services Intern

The Finance and Administrative Support Intern is a 12 month internship that reports to the Director of Residence Life (or his/her designee). This intern has responsibilities for assisting the Director of Residence Life in the overall coordination of the finance and administration functions of the Office of Residence Life.

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:

Finance and Administration Responsibilities

- Supports the Director of Residence Life in the development and compilation of the Residence Life annual spending plan, mid-year reports, periodic reports, fee requests and other financial reports.
- Assists in the preparation of annual budgets for all social fee accounts related to Residence Hall Councils and the Residence Hall Association
- Assists in the preparation of revenue projections and annual budgets related to vending commissions.
- Recommends policy to the Director of Residence Life regarding departmental financial procedures, policies and internal controls.
- Creates and maintains various financial spreadsheets for tracking, recording, analyzing and reporting purposes.
- Advises Residence Hall Councils and the Residence Hall Association on finance processes and assists with coordinating requisitions, honorariums, and personal service agreements
- Assists in the management of the P-Card and Hoot Loot card programs including assisting with the issuance and return of cards, reconciliation of accounts, assurance of appropriate authorization, and securing of materials.
- Under the Direction of Works with the Office of Student Life to administer the Week of Welcome Budget.
- Acts as a general resource person for residence life finance inquiries.

Support for Student Life & University Programming

- Participate in selected University and department planning committees : Homecoming, Spring Week, Welcome Weekend, Fall & Spring Service Programs, Friends of Rudolph, Adopt a Family, Recyclemania, and other event committees as assigned.
- Serve as a fiscal advisor for the Residence Hall Association (RHA) including attending executive board and body meetings, advising programs, conferences, and retreats.
- Provide support for the development of Residence Hall Council budgets..
- Provide support to selection & training activities as needed.

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 with interns and full-time 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.

Compensation

- Tuition and fee waiver for up to 18 credits as a part-time graduate student (Fall, Winter, Spring Summer) (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)
- Annual stipend of \$20,000.00
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