

Program Development Intern

The Program Development Intern is a 12-month internship that reports to the Director of Residence Life (or his/her designee). This intern has responsibilities for assisting in the development of residence hall social, educational, community development, service, and living-learning programs.

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 the Living Learning Communities Program

- Assist with the management of the Living Learning Communities (LLCs), including attending monthly meetings with all staff and faculty involved.
- Maintain record of LLC initiatives being met on a semester basis.
- Develop a marketing plan to promote the LLCs to current residential students, as well as incoming residential students.
- Work closely with staff to continue the development and design of LLC communities.

Support for Weekend Programming

- Assist with the development of weekend programs and work closely with Residence Hall Directors, RHA, Farnham Programming Space Intern to design weekend programs on campus.
- Assist Create a weekend calendar of events for the Department of Residence Life.

Support for Assessment

- Assist in the development, designing and dispersing of surveys and other assessment methodologies for the department.
- Will utilize Baseline software to help build surveys and prepare data.

Support for Student Life & University Programming

- Provide support to selection & training activities as needed.
- 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.
- Assist the Residence Hall Directors (HDs) in recording Resident Advisor (RA) programming requirements, from initial proposal to overall evaluation. Throughout the semester, inform the HDs when requirements are not being met, including evaluations not being completed in a timely manner.
- May serve as an advisor for the Residence Hall Association (RHA) including attending executive board and body meetings, advising programs, conferences, and retreats.

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.

Other Duties as Assigned

- At times, a supervisor, department administrator, and/or University staff may request assignments outside the purview of this position description.
- This internship is required to work selected weekend days during the academic semester.

Compensation

- Tuition and fee waiver for up to 21 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