

OFFICE OF RESIDENCE LIFE

Assistant Residence Hall Director Graduate Intern

The Assistant Residence Hall Director Intern is a 12-month 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

- Provides supervision for desk attendant staff
- Provide leadership, as assigned, for selecting, training, scheduling, supervising, and evaluating Residence Life student employees
- Assist with providing supervision for academic semester/summer Resident Advisors
- Assist with development and implementation of staff selection, training, and staff for Resident Advisors
- 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
- Provide leadership for the development of residential community
- Provide leadership for the development of student staff and Resident Advisors
- Provide appropriate training, staff development, and support for developing inclusive communities.

Student Organization Advising

- Assist with providing initiatives to developing and maintaining 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 activities
- Assist with providing reasoned advice on the management of programming, university policies, and hall spending

Response to Student Behavioral Concerns

- Provide appropriate responses to violations of residence hall and University code of conducts and adjudicating or resolving through referral, mediation, and adjudication

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
- Serve as an advocate for students. This includes building positive relationships with all students of diverse populations, understand the needs of Southern students and being able to provide resources and refer appropriately

Administrative Responsibilities

- Participate in the Residence Life duty rotation with full-time and graduate intern 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 Advisor 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

Minimum Qualifications

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

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
- Housing is provided at no charge

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