

*acuho-i*

# Housing Internship Program

A photograph of three young adults in a bright, modern setting, possibly a university building. A young man in a denim shirt and headphones is smiling and looking at a document held by a young man in a brown jacket and glasses. A young woman with curly hair is partially visible on the left, also looking at the document. The background features large windows and indoor plants.

# Sample Internship Position Descriptions

## **ACUHO-I Housing Internship Program**

The ACUHO-I Housing Internship Program is an invaluable opportunity to introduce students to real-world experiences within the campus housing and student affairs professions. Each year, ACUHO-I member organizations from around the world post positions spanning a variety of roles within student affairs, including residence education, facilities management, conference services, occupancy management, and more. It's a fantastic learning experience for the interns as well as a valuable way to increase the capacity of host institutions.

In general, ACUHO-I Housing Internship Program positions last between 8-12 weeks (mid-May through early August) but may vary depending on the host institution's academic calendar. During this time interns often work between 30-40 hours per week (though some positions may require additional hours) and are exposed to a wide range of opportunities that may include serving on committees, developing publications, revising manuals, supervising summer student staff, creating programs, assisting with training development, and other site-specific needs.

ACUHO-I requires that host sites provide their interns, at a minimum, with room and board (or its equivalent) at no cost. Beyond that, compensation packages can vary significantly from institution to institution and are dependent on many factors. Whenever possible, many host sites will provide compensation packages that include parking, recreation center usage, health insurance, family housing, travel reimbursement, access to local transportation, and more.

The following position descriptions were provided by participating institutions as examples of the wide variety of options available through the ACUHO-I Housing Internship Program. These descriptions can serve as models for institutions that have not hosted internships before and as an introduction for students as they consider their possibilities.

**STANFORD UNIVERSITY**

## **House Director, Stanford Summer Session**

### **Open Positions**

Stanford Summer Session is hiring 12 full-time House Directors for the 2024 Summer Quarter. House Directors live in the dorms, oversee the daily operations of Stanford campus residence halls, supervise undergraduate Summer Resident Assistants (SRAs) for University Level or High School, design and implement programs, attend to student crises, and manage the residence hall budget, among other duties. They are the senior staff members living in the residences and, as such, shape the culture of the residential experience. The House Director position begins with a hire date of May 1, 2024 for online, asynchronous training. Beginning Sunday, June 9, 2024 at 3pm through Sunday, August 18, 2024 at 5pm, the House Director position will be located on the Stanford campus.

### **Summer Session Overview**

The Summer Session office at Stanford University is responsible for administering the Summer Quarter – Stanford’s fourth academic term. Each summer Stanford welcomes approximately 1,250 visiting high school, undergraduate, and graduate students who come to campus and enroll in courses as part of Summer Quarter. Students participate in either Summer Session for University Level students or High School Level students. Students may live on campus or commute. Program participants come from across the U.S. and around the world with international students comprising approximately 35% of the visiting population. University and High School Level students attend classes together, but live in separate residences on campus, each with distinct residential staff. Summer Session is responsible for staffing all undergraduate residence halls and for coordinating co-curricular and social activities designed to support student needs and build a sense of community on campus.

### **University Level Program Overview**

Stanford Summer Session admits around 530 visiting undergraduate and graduate students for the Summer Quarter. These students enroll in courses and share living space with approximately 1,000 Stanford students who elect to stay on campus during the summer months. Visiting students complete a selective admissions process to participate in the program. These students enroll in 8 or more units; Stanford students may take courses as well or engage in on- or off-campus research or employment opportunities.

Summer Session students are academically focused and also eager to experience Stanford’s campus life and culture. They come to campus expecting to participate in a residential based community and engage with other visiting students and current Stanford students. Every Summer Session residential community provides vibrant programs to engage students in Stanford culture, enrich their academic experience, create social and community connection, and promote health and well-being. Summer Session also offers programs that span the residences and bring together different residential populations for academic and social programming.

SRAs are assigned responsibility for a specific dorm that houses a particular population of students. Most dorms include a varying ratio of visiting and matriculated Stanford students. One dorm will exclusively

house the International Honors Program which brings college students from around the world to live on campus and participate in the program.

Visiting students will leave campus at the end of 8 weeks; most Stanford students will stay on campus for 10 or more weeks. All Summer Session students and staff have access to campus services and recreational facilities.

### **High School Level Program Overview**

Stanford welcomes approximately 550 high school students each summer – approximately 450 residential and 100 commuter students. High school students attending Summer Session are among the world's most academically advanced high school students. Although these students are mature for their age, they rely on Summer Session Summer Resident Assistants for High School to aid in their transition to college life and the many freedoms and responsibilities that come with attending college. The High School SRA team will orient new students to the Stanford campus and academic life, offer relevant programming and support to facilitate this transition, help build community among the student cohort, and help the students who are struggling with this transition.

### **Position Description**

House Directors oversee the daily operations of the residences assigned to them. They are the lead senior staff member living in the residences and, as such, shape the culture of the residential experience. HDs report directly to the Assistant Director for Residential Experience for their program. HDs indirectly report to the other Assistant Director for Residential Experience and the Associate Director for Residential Experience and Curriculum Management. HDs are valued members of the Summer Session team and are considered professional staff members during the summer.

The House Director position is full-time, contingent, residential, exempt, and tasked at 40-50 hours a week. The position is not subject to the overtime provision of the Fair Labor Standards Act. This is not a standard 9-5 office position, and includes significant evening, weekend, and on-call hours. House Directors live in a standard room in the residence complex for which they have direct oversight.

### **Essential Functions**

**Role Model and Leadership.** As HDs are highly visible within the Stanford summer community, House Directors are expected to conduct themselves professionally, both in and out of the residence, at all times. All staff should model respect for all people and work together to build a community based on equity and inclusion.

**Supervision.** House Directors supervise four to ten Stanford undergraduate students serving as residential staff (SRAs). Each HD works to ensure residential staff are completing their responsibilities and balancing their time appropriately. HDs are responsible for the training and professional development of their staff, ensuring consistent coverage of the residence, and reviewing and approving semi-monthly timecards. As supervisors, HDs work with appropriate staff to resolve questions regarding timecards and availability within their residence hall. HDs will conduct a midsummer and final evaluation of all direct reports. House Directors will participate in and/or lead weekly staff meetings, house meetings, house staff meetings, and other meetings as assigned.

**Student Oversight and Crisis Management.** HDs will manage high-level student concerns and assist in ongoing student case management. HDs will refer to appropriate campus resources when necessary.



**Program Development.** HDs will take the lead in the development of programming by their residential staff. These programs are academic, social, and co-curricular in nature. HDs should encourage their student staff to develop programs based on resident and community needs and staff interests and passions. House Directors may have an additional individual and small team assignment that benefits the operation of the program at large.

**On-Call.** HDs serve as Senior Staff On-Call, sharing weekday responsibilities with other HDs and serving approximately two to three weekends during the program. The Senior Staff On-Call responds to urgent and emergent situations for all residences of their respective programs, referring matters to the Assistant Directors for Residential Experience as appropriate. While Senior Staff have an on-call rotation, as live-in staff members it is expected that HDs are easily accessible and on campus for the duration of the summer.

**Financial Management.** HDs are responsible for managing the budget for their residence hall(s) and overseeing the purchase of materials required for residential programming. As stewards of house funds, they are responsible for ensuring that money is spent in a responsible and inclusive manner. HDs are also responsible for maintaining an inventory of house supplies and proper documentation of all purchases.

**Judicial and Policy Review.** HDs serve as judicial/hearing officers for visiting students for violations of University and Summer Session Policies. As such, HDs adjudicate cases, track outcomes, and provide administrative follow-up. In addition, HDs, along with other Senior Staff, create and implement policies that span the residences of their programs. As a live-in professional staff member, each House Director may participate in a Community Standards Committee with other professional live-in staff members. This committee will meet to review lower-level student conduct concerns on a regular or as-needed basis.

**Assessment.** House Directors aid with staff and program assessment efforts and make recommendations as needed.

**On-Campus Staff Training.** House Directors arrive on Sunday, June 9, 2024. Training is scheduled from Monday through Friday from approximately 8:30 am to 6:00 pm each day. HDs are expected to attend in-person and actively participate in training. The following week includes additional work/training commitments and culminates in three days of SRA training.

House Directors work closely with their team to design and implement training for ~50 Summer Resident Assistants (University Level) and ~50 Summer Resident Assistants (High School Level). SRA training is from June 19-21, 2024 for approximately 30 hours total with some evening hours. HDs lead their staff teams in training, debrief, and preparation for student arrival for Welcome Weekend (June 22-23, 2024).

## **Terms of Employment**

**Program Dates.** House Directors will participate in self-guided, asynchronous online training courses beginning May 1, 2024. This training takes approximately 20 hours, which will be compensated at an hourly rate. Beginning Sunday, June 9, 2024 at 3pm through Sunday, August 18, 2024 at 5pm, the House Director position will be located on the Stanford campus.

Individuals who accept a House Director position must be willing to commit to the full program. We are unable to accommodate requests to begin or end on different dates.

**Living in Residence and Community Dining.** Room and board are included with this position and the House Director is required to live in the space provided by Summer Session for the duration of their assignment. They are the senior residential staff member in the assigned residence and address

residential concerns. As such, the House Director is required to live in a private room provided by Summer Session which includes a meal plan and shared community bathroom.

**Outside Obligations.** The House Director position is designed to be a 40 to 50-hour per week, exempt position, with night & weekend hours. No outside obligations, such as coursework or other employment, are permitted without prior supervisory approval. Failure to disclose outside obligations to Summer Session is grounds for dismissal.

**Overnight Away and Guests.** We encourage and mandate self-care and time away. Time off and away from campus must be approved by the Assistant Director for Residential Experience. HDs in high school residences may have guests until 1am, but may not have overnight guests in their residence.

**Conduct and Policy Enforcement.** Each HD will adhere to, administer, and enforce policies and procedures as outlined in the University Level/High School Program Handbooks as well as Stanford University's Fundamental Standard, Behavioral Agreement, Honor Code, Alcohol/Substance Abuse Policy, and Residence Agreement, and all other applicable University and Stanford Summer Session policies. House Directors must be willing to address, document, and handle disciplinary situations and serve in a position of authority.

**Training and Welcome Weekend.** House Directors are required to attend in person and actively participate in all staff training sessions for University Level and High School Level House Directors (June 9-14, 2024, and June 17, 2024) and SRA staff (June 19-21, 2024). House Directors are required to attend in person and participate in Welcome Weekend (June 22-23, 2024) events, which include early morning and evening hours. Failure to attend training in person or participate in Welcome Weekend is grounds for dismissal.

**Background Check.** All summer staff must successfully complete a HireRight and Live Scan background check. The background check will be initiated once an offer is extended and accepted. Employment is contingent on successfully passing a background check. In addition, all House Directors will be required to complete a Live Scan fingerprint background check upon their arrival on campus.

## **Employment Qualifications**

**Minimum Qualifications:** Bachelor's degree. Related experience. Must possess a valid driver's license.

**Preferred Qualifications:** Stanford Summer Session seeks House Directors who are enthusiastic about the many opportunities for cultural and educational programs during the summer term. An ideal candidate would have more than two years of related leadership and supervisory experience in Residential Life, Academic Support, Judicial Affairs/Student Conduct, or Undergraduate Education. For High School Level HDs, preference is given to candidates with experience in academically rigorous Secondary School programs.

## **Compensation**

The compensation package for this position includes on-site housing, a full dining plan (19 meals per week), and a total salary of \$13,000 to be paid out over 10 weeks. Stanford Summer Session provides an on-call cell phone, and a \$25/month cell phone stipend (pro-rated) will be paid via Stanford payroll. Stanford does not reimburse cell phone costs.

*Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.*

*Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.*

*We are not able to provide relocation or sponsorship for this position. Thank you for your interest!*



## PEPPERDINE UNIVERSITY

# ACUHO-I Intern for Housing & Residence Life

### Overview of the Department

The Pepperdine Housing and Residence Life's mission is to foster co-curricular student development in a fun, safe, caring, respectful, and inclusive Christian community in order to enhance its undergraduate and graduate students' learning experiences to their full potential.

### Dates

\*Dates are negotiable! We understand that you have other responsibilities with school and work and seek to be accommodating. Ideally our ACUHO-I Interns will have at least a 10 week experience, up to 14 weeks.\*

Start Date: May 1, 2024

End Date: August 2, 2024

### Requirements

Graduate student in good standing. Residence Life or other Student Affairs experience preferred. Pepperdine is a Christian institution, so we strive to have interns who are supportive of the Christian mission of the university.

### Compensation

This internship is 25 hours per week + on-call duty coverage. This work covers housing costs and a meal plan.

- Room: approximate value \$4200
- Meal Plan: approx \$600 per session (month) of meal points which will be added to your ID card.

There is some additional graduate student internship work available within our department for ACUHO-I interns. This work pays approximately \$18.00/hr and will be up to 15 hrs/week.

- This additional compensation will equate to around \$1,000/month.

### PROGRAM EXPECTATIONS

This role is designed to broaden and deepen your understanding of the many interesting areas and responsibilities within a comprehensive housing and residence life department, with special emphasis on Residence Life Special Projects. The objectives for you as a summer ACUHO-I Intern are:

- To further understand the role and various responsibilities of the Housing and Residence Life professional staff member through observations and experiences.
- To further understand the workings and contributions of departmental committees/task forces, facility partnerships, and conference/special group housing support.
- To further understand the role of Housing and Residence Life within student affairs and how it contributes to the Seaver College at Pepperdine University.



- To further your own professional development through working with various HRL staff, summer projects, on committees, supporting students in crisis through on-duty rotation, and other residential community experiences.

### **Summer Residential Program**

Under the general supervision and support of the Associate Directors of Residence Life, the interns will oversee the Pepperdine summer residence life program. Summer ACUHO-I Interns will supervise and support resident advisors as well as support the mission of Housing and Residence Life. This includes day-to-day oversight of student living areas, program planning, building management, community building, opening/closing areas in between sessions, and supervising RAs. Summer ACUHO-I Interns will also participate in on-duty rotation with professional staff to support various student needs and provide crisis support.

ACUHO-I Interns will participate in Summer session check -ins and Check outs. They will then assess process billing for any improper check outs and damage caused by the residents in various residence halls. Below are some important dates to be mindful of.

- Training: May 1, 2024 - May 4, 2024
- Session 1 Check-ins: May 5, 2024
- Session 1 Check-outs: May 31, 2024
- Session 2 Check-ins: June 2, 2024
- Session 2 Check-outs: June 28, 2024
- Session 3 Check-ins: June 30, 2024
- Session 3 Check-out: July 26, 2024

### **Special Projects**

Under the general supervision of the Associate Directors of Residence Life, the interns will be provided an opportunity to work with the different functional groups to gain a thorough understanding of the department. A major part of the day-to-day activities are devoted to special projects. Below are some of the projects an ACUHO-I Interns will participate in during the summer. These projects are meant to aid with professional development, as well as to assist Residence Life at Pepperdine University. Our hope is that these projects will fit the intern's areas of professional interest and development.

Attend/participate/complete ongoing assigned tasks:

- Weekly summer Residence Life and Housing meetings
- Weekly or bi-weekly 1:1 meetings with supervisor
- Ongoing Fall RA Training Meetings
- Ongoing Fall SLA Training Meetings
- Ongoing Division of Student Affairs Meetings
- Weekly 1:1s with Summer RA staff (all ACUHO-I Interns participate)
- Work alongside the Housing and Residence Life Staff assigned to summer sessions. Interns will collaborate and work with Assistant/ Associate directors overseeing the summer school program and summer resident advisors.
- Participate in on-Duty rotation with support from professional staff
- Support students in Quarantine and Isolation
- Enforce and support university COVID policies

Other special projects may include:

- Assisting in planning logistics for RA and SLA Formation and other RA training related projects
- Assisting in planning sophomore Year 2 programming
- Assisting in planning first year House Cup experience
- Partnering with other offices for ongoing student development. These offices include our Counseling Center, Intercultural Affairs, Student Activities, the Hub for spiritual life, Student Care Team and our Department of Public Safety.
- Updating emergency response protocols including Residential Emergency Response Team (RERT), Behind Closed Doors, and on-duty crisis response.
- Other duties and projects as assigned.

Each summer we try to create a program that is based not only on university needs but on areas of interest our interns would like to learn more about and gain experience! The supervisor will work with each of our interns to create a unique and purposeful experience that is mutually beneficial.



**JOHNS HOPKINS UNIVERSITY**

## **ACUHO-I Internship**

These temporary summer positions (2 total), Graduate Housing Coordinators, will be responsible for providing direct support to the Assistant Director of Summer Conferences. Specifically, the Graduate Housing Coordinators will be responsible for overseeing conferences housed in residential halls; as well as supervising student staff members.

The Johns Hopkins University is located in Baltimore, Maryland, and the offered positions are based on the Homewood campus located in the heart of the city. During the summer of 2023, approximately 50 groups were hosted totaling over 6,000 guests.

This person reports to the Assistant Director of Summer Conferences.

### **Job Description**

1. Assist with pre-summer planning
  - a. Assist with training of student staff
  - b. Coordinate maintenance and custodial services to ensure building readiness for summer conference and summer housing programs
  - c. Assist the Assistant Director of Summer Conferences with contacting and confirming arrangements with conference coordinators of specified conferences
2. Develop and implement sound office practices and policies for summer conference staff in conjunction with the two Student Managers and Administrative Coordinator
3. Assist with the supervision of the summer conference student staff in conjunction with the two Student Managers and Administrative Coordinator
  - a. Delegate work to student staff members
  - b. Provide feedback to staff regarding performance
  - c. Organize staff training and development functions throughout the summer, including social gatherings
  - d. Provide guidance and support to Student Managers and staff
  - e. Serve as the primary contact for daily problem resolutions
  - f. Organize student work schedules
4. Provide preparation for and supervision of all conference group check-ins and check-outs
5. Provide daily supervision and coordination of conference front desk operations in conjunction with the two Student Managers
6. Serve as daily contact for coordinator questions and concerns
7. Maintain accurate records for the summer conference
  - a. Office binders
  - b. Conference software package
  - c. Key and Card logs
  - d. Clery Reporting
  - e. Damage billing
  - f. Incident logs
  - g. Conference group final reports

1. Assist with various administrative functions throughout the summer, including but not limited to:
  - h. Supply inventory and acquisition
  - i. Linen inventory
  - j. Key and card inventory
8. Submit a final report for every conference group assigned
9. Serve on weekly on-call manager rotation and respond to emergency situations
10. Relieve staff for breaks
11. Other duties as assigned

### **Compensation:**

- \$17.00/hour, 21 meals per week (when dining hall is open), housing

### **Basic Requirements:**

- Pursuing a Masters in Higher Education Administration or related area
- Experience supervising student staff
- Excellent written and oral communication skills
- Previous experience planning events and activities, conference experience preferred
- Working knowledge of Microsoft Office 2000 or XP

### **Intern Expectations**

1. **JHU Representation:** Provide a professional representation of the Scheduling and Event Services Department and Johns Hopkins University.
1. **Job Duties and Expectations:** Perform all job duties in a timely manner and communicate problems and concerns to the Assistant Director of Summer Conferences.
2. **Staff Supervision:** Adhere to guidelines and procedures set forth by the University Experiential Learning Department. Questions and concerns regarding staff supervision and policies should be directed to the Assistant Director of Summer Conferences.
3. **Staff Development:** Work with the Administrative Coordinator on a summer-long project to develop learning objectives for the Conference Staff position as well as a way to test staff on these learning objectives and an evaluation for them to complete.
4. **Technology:** Adhere to guidelines and procedures established by Hopkins Information Technology Services and the Manager of Housing Information Systems. University computer equipment should only be utilized for official University business. Only approved software may be downloaded onto University computer equipment and instant messengers are not allowed.
5. **Key Control:** Ensure keys and access cards to residential spaces are controlled with the highest degree of security. All lost and misplaced keys or access cards should be reported to proper University officials immediately.
6. **Records Maintenance:** Maintain accurate records that pertain to all aspects of the summer conference program and disseminate necessary information to designated University staff members.
7. **On-Call Responsibilities:** Respond to after-hours emergency calls.
8. **Weekend Work:** Flexible 40 hours a week schedule to include evenings and weekends and varies from week to week.

The position will begin on May 12, 2024 and end on August 8, 2024.



**UNIVERSITY OF HOUSTON**

## **Conference Coordinator Internship**

Conference Coordinators at the University of Houston are an essential part of the professional staff within the Student Housing & Residential Life Department. Each summer, the 10-week summer conference program welcomes nearly 6,500 guests between the end of May and early August. Guests of all ages participate in camps/conferences focused on athletic, religious, academic and social activities.

The Conference Coordinator position serves as a direct connection between visiting groups and various university services. Conference Coordinators are treated as professional staff and provide leadership and supervision to student staff members. Our primary goal is to provide each guest with an experience that exceeds their expectations!

Conference Coordinators work under the direction of the Program Manager, Conference Services with a Residential Life Coordinator providing supervision/mentorship. The experience is designed to provide an understanding of a full-scale summer conference operation. Candidates who are highly motivated, hardworking and can think proactively in a fast-paced environment will be successful. The position has a certain amount of flexibility in that each intern will be involved in identifying and completing a project aimed at enhancing their professional skills and abilities.

### **Responsibilities**

- Serve as the primary liaison for designated conference groups
- Co-supervise and evaluate student staff with the assistance of the Residential Life Coordinator
- Coordinate all aspects of daytime, evening and weekend check-ins and check-outs to provide top-rated customer service
- Provide daily administrative support for conference staff as needed to maintain accurate records, coordinate logistics and proactively address guest needs
- Co-lead weekly staff meetings to communicate information regarding conference updates, needs and expectations for the upcoming week
- Organize professional and team development activities for student staff
- Attend weekly departmental staff meetings, conference stakeholder meetings and other departmental meetings based on interests
- Other duties as assigned to ensure that conference guests have a positive experience at the University of Houston

### **Anticipated Outcomes & Opportunities**

- Coordinators will have the opportunity to expand their professional network by meeting with senior and mid-level administrators at UH and surrounding institutions
- Coordinators will gain experience as a team of 2 Conference Coordinators within Student Housing and Residential Life
- Coordinators will gain experience in team development and supervision

- Coordinators will gain an understanding of day-to-day conference services operations as well as related administration to support all aspects of the program

### **Preferred Qualifications**

- Current enrollment as a graduate student
- Effective communication skills
- Demonstrated residential leadership and involvement experience
- Proficient in MS Office Suite
- Ability to work continuously between May 14, 2024, and August 3, 2024 (end date is minimally negotiable but preference will be given to candidates available for the entire internship period)

### **Compensation & Accommodations**

- Stipend of \$3,250 (taxable income) to be paid in monthly installments and summer meal plan providing \$700 in dining dollars
- Single, furnished, air-conditioned apartment or suite-style bedroom. All rooms are equipped with Wi Fi access to live TV streaming & on demand shows on any mobile device

### **Position Commitments**

- Position will require approximately 35 hours per week
- Candidates offered a position will be unable to work at any second position during the time of employment
- Must be willing to work a flexible schedule including weekdays, evenings and weekends





**State University  
of New York**  
Residential Life

## **FASHION INSTITUTE OF TECHNOLOGY**

# **Assistant Residential Education Coordinator**

### **Position Overview**

The Fashion Institute of Technology (FIT), part of the State University of New York and an internationally renowned college of art, design, business and technology with a strong emphasis on liberal arts, invites applications for the position of Summer Assistant Residential Education Coordinator (AREC). The Summer Assistant Residential Education Coordinator is integral to establishing and maintaining a residence hall community conducive to the academic, professional, and personal growth of each resident, while consistent with the goals and objectives of the college.

### **Job Description**

The Residential Life Summer Assistant Residential Education Coordinator (AREC) is a full time role beginning late-May through mid-August. The Summer AREC is responsible for community development under the supervision of the Summer Residential Education Coordinator (REC). This includes but is not limited to hall administration, programming, advisement, COVID-19 response and supervision of Summer Resident Assistants. They will also be involved in professional staff meetings and further development of the Office of Residential Life.

Job responsibilities and duties:

- Co-supervise and provide on-going evaluation and feedback for the Summer Resident Assistants.
- Develop and facilitate summer training, staff meetings, and staff development opportunities as needed under the direction of the Resident Education Coordinator and Assistant Director of Residential Education.
- Assist with the coordination of check-in and check-out procedures, opening and closing of residence halls at the beginning and end of each semester, room changes, requests for accommodations and any related room assignment problems.
- Assist with COVID-19 quarantine and isolation procedures, and follow up.
- Understand and support staff manuals, policies and procedures, and the mission of the Residential Life department.
- Assist with the development and implementation of residence hall policies.
- Participate in one-on-one meetings, department meetings, training and in-services.
- Hold individual meetings with the Summer Resident Assistants and coordinate staff on-call scheduling.
- Serve on department committees and implement projects based on goals and interests.
- Manage Resident Assistant programming responsibilities, purchasing, and budget reconciliation.
- Serve as the Supervisor in the 24/7 crisis management response on-call rotation.

## **Qualifications & Essentials for Success**

Qualifications for this role include:

- Bachelor's degree required.
- Work towards a Master's degree in Higher Education or a related field is strongly preferred.
- Prior experience in a Residential Life office or experience as a Resident Assistant strongly preferred.
- Understanding of student development philosophy, residence hall management and ability to work with a diverse student and staff population.
- Demonstrated leadership abilities, organizational skills, and excellent skills in oral and written communications.

Additional essentials for success:

- Excellent communication and demonstrable ability to focus on details with excellent follow-through capabilities.
- Experience with Microsoft Excel, Google Sheets, Google Suite, Symplicity Advocate and/or The Housing Director (THD), and demonstrable aptitude to learn new technologies.
- Strong interpersonal skills, demonstrated ability to work effectively with students, faculty, and staff.
- Demonstrate the ability to manage multiple projects under frequent deadlines.
- Read, understand, and express oneself clearly and effectively in oral and written form.
- Demonstrate the ability to navigate policy and regulatory nuance.
- Positive attitude and excitement toward developmental work.
- Ability to take initiative, work independently, and be a strong team member.
- A good sense of humor and a desire to laugh often are highly valued.

## **Compensation & Additional Information**

A typical week as an AREC will include:

- Working in the office 28 hours, 4 days a week (FIT observes summer hours with a 4 day work week)
  - 10 AM - 6 PM on M, W, Th and 12 PM - 8 PM on T
- Serving in an on-call duty rotation that includes evenings, weekends, and holidays
- Leading a staff meeting on Tuesday evenings (adjusted hours provided)
- Showing support for summer staff through attendance at occasional late night/weekend programs

Compensation includes:

- A studio apartment with a kitchen and bathroom in Manhattan, NYC, with either a direct view of the Empire State Building or Freedom Tower skyline.
- One on one professional development/mentorship opportunities and chance to connect with student affairs practitioners at FIT and NYC-metro area.
- A stipend of \$7,000 for the summer.

## Get to Know Us

The Fashion Institute of Technology Residential Life Team is seeking student-centered emerging educators to join our dynamic group of professionals. We are a CliftonStrengths based campus committed to social and restorative justice in our department practices and residential education framework.

FIT Residential Life summer housing typically welcomes approximately 500-700 undergraduate student interns living within an apartment style residence hall.

- Check out our department: <https://www.fitnyc.edu/life-at-fit/residential-life/>
- Learn more about our summer operations: <https://www.fitnyc.edu/life-at-fit/residential-life/summer-conferences-interns/>
- Meet our staff: <https://www.fitnyc.edu/life-at-fit/residential-life/about/meet-the-staff.php>



TEXAS TECH UNIVERSITY

University Student Housing™

## TEXAS TECH UNIVERSITY

# Academic Initiatives

### University Student Housing Overview

- Mission – Empowering students through innovation, service & civility.
- Vision – Creating lasting connections and guiding students to their future goals by providing exceptional service and experiences.
- Values – Service, Stewardship, Innovation, Inclusion, Collaboration

### Internship Goals

ACUHO-I Interns at Texas Tech University work with University Student Housing professional staff to assist in achieving our mission, vision and values. Texas Tech University hosts numerous interns, creating a cohort model in which interns not only learn about Texas Tech, but also learn from each other about home institutions from around the country. Through regular meetings and projects, interns will be exposed to experiences in various facets of housing and the greater institution. These experiences may include exposure to Residence Life; Housing Services (including facilities and housekeeping operations); Administration & Business Services (including the Welcome Center, Marketing & IT); formal and informal meetings with leaders from The Division of Administration and Finance; The Division of Enrollment Management & Student Affairs; University Student Housing; Red Raider Orientation; and Summer Conferences.. All ACUHO-I interns will assist in the coordination, planning, and implementation of a conference for interns throughout the SWACUHO region, hosted by Texas Tech University. The Academic Initiatives Intern is specifically located within the Residence Life area of University Student Housing. As a staff member, the Academic Initiatives Intern will assist in various areas of Residence Life including academic initiatives, residential tutoring and learning communities. Projects may vary based on intern interest and departmental need. Specific goals will be established between each individual intern and their supervisor.

### Academic Initiatives Intern Responsibilities

The Academic Initiatives Intern is supervised by the Program Director for Academic Initiatives. Projects may include developing a marketing plan for Residential Tutoring; research, propose, and develop a learning community stakeholder recognition program; assist with hiring and planning of all training for Residential Tutors; Assist in coordination of USH's faculty/staff move-in volunteers initiative; review and analyze data for both the Residential Tutoring and Learning Community programs, or other research needed to help improve the academic environment for our residents at Texas Tech. This intern will attend departmental staff meetings and departmental committee meetings, may have the opportunity to attend other meetings as available. Additionally, the intern may serve on departmental committees, on-call rotation, task forces, or assist with collateral assignments to create and implement intentional experiences that support the department and university mission (assigned by supervisory personnel).

## **Texas Tech University Global Competencies and Leadership Factors**

- Quality of Customer Service/Relationship with Others/Communication (Oral and Written)
  - Respectful, cooperative, and effective in getting along with a diverse group of employees and customers. Expresses ideas/information in a complete, clear, concise, organized, and timely manner. Actively listens to others and is open to suggestions.
- Compliance/Staff Development
  - Complies with all university and departmental rules, laws, policies and procedures; attends all required training or certification program with the specified time frames.
- Planning and Organizing Work/Quality of Work/Initiative/Adaptability
  - Effective and efficient utilization of time and resources. Anticipates and responds to the needs of the department.
- Dependability/Accountability
  - Degree to which the employee can be relied upon and complete tasks in a timely manner.
- Leadership Ability and Coaching
  - The ability to organize and influence a diverse group of people to achieve a common goal, communicate clear expectations, provide feedback, recognize effort and celebrate success.
- Decision Making
  - Effectiveness in making sound decisions and taking appropriate actions.
- Conflict Resolution
  - Identify conflict and utilize appropriate listening and communication skills to help resolve workplace disputes.
- Management of Fiscal Responsibilities
  - Effectively demonstrates a commitment to stewardship and appropriate use of resources.

## **Requirements**

The Academic Initiatives Intern position is a graduate intern position. It is designed for an individual pursuing a Master's degree. A completed Bachelor's degree is required in addition to enrollment in a Higher Education or related graduate program. The Academic Initiatives Intern job is considered a security sensitive position. If offered the position, candidates will be required to complete a criminal background check, drug test, and submit official transcripts to verify education.

## **Remuneration**

The Academic Initiatives Intern job is a temporary appointment with a monthly salary of \$1,500 for an average of 30 hours per week of work. This salary is prorated based on start and end dates of the position. The salary is paid twice monthly on approximately the 10th and 25th of each month. As ACUHO-I Interns are required to work 30 hours per week in order to meet the requirements of the position, we are unable to hire students on F1 or J1 visas who are limited to 20 hours per week. The state of Texas has no state income tax. Additional benefits may include access to the Student Recreation Center and usage of the University Library. These benefits are determined on a summer-to-summer basis by senior administrators of the departments. ACUHO-I interns will share a furnished, air-conditioned, two- or four-bedroom apartment within the assigned residence complex with at least one other ACUHO-I intern at no expense. Apartments include a small kitchen unit, ethernet connections and wifi capabilities. A meal plan is provided while the dining halls are in service. Parking is available upon the individual purchase of a campus parking permit (approximately \$80.00 for the summer).

**Equal Employment Opportunity Policy and Affirmative Action (TTU OP 40.01)**

TTU does not tolerate discrimination or harassment of any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, genetic information, status as a protected veteran, or any other legally protected category, class, or characteristic. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the university's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases. (the remaining text of the OP can be found at <http://www.depts.ttu.edu/opmanual/OP40.01.pdf>)



**UNIVERSITY OF CALIFORNIA, SANTA CRUZ**

## **ACUHO-I Internship, Office of Student Conduct and Conflict Education**

The University of California, Santa Cruz is a mid-size public research institution nestled in the redwood forest along the coast of Northern California. We are composed of 10 residential colleges and several affiliated housing units. UCSC is home to approximately 18,000 students. Our housing options provide the intimacy and personalization of a small liberal arts school with the resources and rigor of a large research institution. The city of Santa Cruz also offers plenty of charm, and is a popular destination around the world.

This will be a predominantly remote internship, with a two-week long in-person conference-style component at the end. There will be four internship specializations, and candidates will be able to express their preference during the selection process.

### **Office of Student Conduct and Conflict Education (OSCCE):**

The Office of Student Conduct & Conflict Education (OSCCE) promotes UCSC's Principles of Community and Restorative Processes to administer a thorough, transparent, and fair student conduct process that encourages participation by the campus community while holding students accountable for their actions, ongoing education and growth.

The Student Conduct Summer Intern will work under the direction of the Associate Director, or assigned Student Conduct Specialist on several projects including assisting the Office of Student Conduct and Conflict Education regarding dates to electronic letter notification templates, training materials, student conduct outcomes, programs and other areas identified by the OSCCE Team.

In addition to supporting the OSCCE Team, the intern will have the opportunity to get involved with a variety of other projects and duties through University partners such as the Title IX office. Title IX Hearing Coordination is an example where Student Conduct works closely with University partners to ensure policies and procedures address the timely decision of the parties involved. The Intern may work on other projects to be assigned based on college needs and Intern's area of interest/experience.

### **Key responsibilities:**

- Complete the various components of the specific project, which may include conducting research, developing academic and co-curricular programs, designing staff trainings, creating publications and manuals, and performing evaluation and assessment
- Review or become knowledgeable in the curricular approach and assist in implementation
- Review Student Conduct process and potentially participate in the conduct process
- Collaborate with cross-campus units and departments
- Participate in the Theory to Practice workshop

- Complete various tasks designated by the Summer Intern Team
- Create additional creative, educational, and restorative sanctions for the student conduct outcomes matrix within curricular parameters
- Assist with data analysis for Student Conduct

**Qualifications:**

- Be enrolled in a Master’s degree (or more) in Student Affairs Administration or a similar field, and have completed at least one year of study or have applicable work/volunteer experience.
- Demonstrated commitment to social justice and multicultural concerns.
- Experience in Residential Life, Student Life, or Student Conduct preferred.
- Demonstrated planning and problem-solving skills.
- Ability to complete administrative tasks including all necessary paperwork and documentation.
- Demonstrated organizational skills with the ability to independently prioritize work and function independently under pressure of multiple, competing deadlines and with frequent interruptions.
- Ability to work independently and in a team environment.
- Ability to work irregular hours including nights and weekends.
- Ability to carry out complex and detailed tasks with limited directions (either written or oral).
- Ability to handle confidential matters with tact, discretion, and integrity.
- Excellent interpersonal skills (both verbal and written) with demonstrated effectiveness in interacting with students, staff, and parents of various social, cultural, economic and educational backgrounds.
- Selected candidates will be required to pass a pre-employment criminal history background check.

**Compensation:**

- Room and board (approximately 2 meals a day) for the length of the conference in a shared furnished apartment-style setting.
- \$4,200 stipend
- Travel reimbursement: \$300
- If desired, the individual will be responsible for the cost of a parking permit on campus, gym membership, and food and supplies above the provided board.

**Timeline:**

- Expectations & Virtual Welcome!: The week of May 20th (1-hour, remote)
- Remote Internship Experience: May 27th-July 5th
- In-Person Conference Experience: July 7th-20th



Residence Life  
University of Colorado **Boulder**

**UNIVERSITY OF COLORADO BOULDER**

## **ACUHO-I Community Center Coordinator Intern**

### **General Summary**

CU Boulder is the flagship institution of the University of Colorado system, serving 36,000+ students. As the Department of Residence Life, we strive to provide a meaningful on-campus experience to the 8,000+ students who live with us each year. With historic halls like Sewall constructed in 1934, all the way to modern marvels like Williams Village East constructed in 2019, the campus offers a wide variety of options. Come join one of the most innovative Residence Life Departments for the summer and join the herd.

The University of Colorado Boulder Conference Services (CUCS) is one of the leading university conference operations in the country. CUCS creates value-driven experiences that drive positive impressions for the University, our clients, and the participants of these events.

The ACUHO-I Community Center Coordinator (C3) Intern position is part of the Residence Life Team working under the supervision of the Assistant Director of Community Operations/the Senior C3, as well as working closely with CUCS professional staff (the Assistant Director of Conference Operations), residence life professional staff and students. The ACUHO-I C3 Intern will be responsible for the day-to-day planning and implementation of front desk staffing and operations. The successful candidate will gain experience in developing and coordinating logistics, training student staff members, communication, teamwork, and customer service. They will develop daily task schedules and determine appropriate priorities for the operational needs of conferences. C3 interns will assist in training and mentoring student staff consisting of Residential Services Assistants, Residential Service Managers, and Community Assistants. The C3 will manage administrative aspects of summer conference groups with housing including data entry, updating spreadsheets, and working with Kinetics Software (KX). They will coordinate aspects of housing for conference groups and/or summer school and guest housing, including check-ins/outs, building management, and preparation of facilities. The C3 will mentor and co-supervise student staff by assigning administrative tasks and ensuring all work is complete in preparation for and closing of summer conference groups. C3s Interns will Meet weekly with Conference staff to finalize plans for upcoming conference arrivals. Night and weekend work is required based on conference check-in and check-out schedules. In the summer school designated halls, they will maintain the community center desk operations, including supervision of the community center staff and associated administrative responsibilities.

The successful candidate will have a strong attention to detail and excellent customer service skills. This position also has an on-call component and may require weekend and evening work.

## **Job Responsibilities**

- Oversee desk coverage for up to four residence halls (including at least one 24-hour desk).
- Assist with the preparation and execution of all aspects of the conference housing process and support the implementation of conferences through the check-in, check-out, and post-conference review processes.
- Mentor and co-supervise 2-6 Residential Service Managers RSM and 30+ front-line desk student staff members.
- Support RSMs with their procedures (data entry using the summer conference computer program (KX), complete conference billing and close-out procedures, assignment of rooms for conference guests, and knowledge of card encoding systems (Salto, CCure).
- Conduct weekly staff meetings for ongoing training, review of policies and procedures, and emphasize customer service best practices.
- Coordinate and assess all desk operations and customer service initiatives.
- Be knowledgeable about the timeline and procedures for summer housing and ensure that spaces are ready for all residents moving in for each session.
- Be accessible and visible for desk staff and conference guests.
- Provide support and resources for staff and refer when appropriate.
- Perform other functions and assume other responsibilities related to operations as assigned.
- Develop appropriate operational communication plans as needed and execute the distribution of plans.
- Enforce Residence Life Hall policies as outlined in the CUCS and Residence Life handbooks.
- Attend weekly staff meetings.
- Communicate the status of tasks to other members of the team to ensure all tasks are completed promptly. Be willing to communicate questions or concerns in real-time and follow desk procedures.
- Successfully interact and effectively communicate with professional and student staff teams.
- Be willing to fill a variety of needs as dictated by each event.
- Additional special projects as assigned.

## **Qualifications & Skills**

- A demonstrated passion for and interest in conference & event management/Residence Life.
- A high level of maturity and professional conduct. Professional telephone and email demeanor.
- Ability to work independently with little supervision, handling multiple deadlines and projects.
- Enjoys working in a diverse, professional environment.
- A demonstrated commitment and interest in customer service.
- Computer skills and willingness to learn conference management software.
- High level of detail orientation, task management, organization, and problem-solving.
- Ability to delegate tasks and lead a team of student staff.
- Ability to be flexible and adaptable based on the needs of the operation.
- Weekend and evening hours as necessary.
- A valid driver's license and successful background check are mandatory for this position.
- Possess a developing interest in higher education administration, student affairs, and/or living-learning communities.
- Experience with supervision.

**Remuneration**

The ACUHO-I Community Center Coordinator Intern position will receive room and board as well as \$16/hour. This position will work roughly 30 hours per week.

The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment. We are an Equal Opportunity Employer, including veterans, DACA recipients, and individuals with disabilities.

***This is a LIVE-IN Position***



**UNIVERSITY OF SOUTH FLORIDA**

## **ACUHO-I Intern for Residential Education**

### **Overview of USF and Residential Education**

The University of South Florida (USF) is a preeminent, metropolitan, public research institution. It enrolls over 40,000 students and typically houses more than 6,300 residents in traditional halls, suites, apartments, and a Greek Village. Tampa is located on Florida's West Coast and is rich in cultural, recreational, and social opportunities.

Student Success inspires learning and transforms the lives of students for lifelong success. This unit provides learning opportunities and environments for students to discover, integrate, and apply new knowledge that increases their capacity for personal growth, responsible citizenship, and ethical leadership.

Guided by the direction of Student Success, Residential Education provides a safe community, innovative programs, and quality services that contribute to our residents' success by fostering their learning, personal development, and citizenship. Our dynamic residential experience produces proud USF alumni and engaged global citizens while creating the best place to live, work, and learn.

Our Residential Curriculum informs departmental priorities, processes, and decisions. It supports the development of residents as global citizens who are socially, culturally, and personally responsible. This curriculum also supports their academic and professional preparedness.

The educational priority of Residential Education is: At the conclusion of the residential experience, students will be holistically well, interpersonally skilled, academically engaged, and self-aware to make a positive societal impact.

### **About the Position**

Residential Education seeks talented, disciplined, and dedicated educators to join the Residential Education Team as ACUHO-I Interns for Residential Education. We are seeking interns who are both learning-centered and detail oriented. We seek scholar-practitioners who align with the Residential Education Team's commitment to student success and excellence. These interns will contribute to student success in some of the following ways: overseeing the daily operations of a summer residential community and/or collaborating with departmental colleagues to complete innovative project work related to Living Learning Communities, the Residential Curriculum, recruitment and training, or other departmental initiatives.



Possible projects and areas of responsibility include:

- Collaborate with Residence Life Coordinators (RLCs) to lead a summer residential community Support the ongoing training and development of Resident Assistants (RAs) and Community Managers (CMs)
  - Co-supervise RAs and CMs to ensure that they effectively actualize the Residential Curriculum via the thoughtful use of educational strategies
  - Facilitate weekly 1:1s with RAs and CMs to support their positional and personal growth while holding them accountable to expectations
  - Lead weekly staff meetings to share information and create opportunities for learning
  - Plan and implement large-scale events for the residential community that develop relationships and align with the Residential Curriculum, including leadership development and Week of Welcome initiatives
  - Provide support to students of concern in order to promote their success via connections to campus resources and ongoing follow-up conversations
  - Develop and execute systems to efficiently support the logistics associated with summer housing transitions
- Collaborate with the Academic Initiatives Team to support the continual development of Living Learning Communities (LLCs) and academic initiatives.
- Collaborate with the Residential Curriculum Committee to support the ongoing development and implementation of the Residential Curriculum for summer students and academic-year students
- Collaborate with the Residential Education Training Committee and Student Staff Selection Committee to recruit, hire, onboard, and train new staff members in Residential Education.
- Complete administrative processes to support preparation for the 2024-25 academic year

### **Employment Structure**

The ACUHO-I Intern for Residential Education will be supervised by an RLC, Assistant Director, and/or a Coordinator of Academic Initiatives. This intern will work approximately 30 hours each week for \$15/hour, including some weekends and nights.

A furnished on-campus apartment will be provided. A partial meal plan will be provided.

The approximate, preferred dates of employment are May 13, 2024 to August 4, 2024.

### **Desired Qualifications**

- Educational, developmental approach
- Facilitator of learning in a variety of different settings
- Strong project management skills
- Motivated to innovate and create interdependently
- Commitment to thorough, thoughtful, high-quality work
- Skilled in connecting effectively with departmental and campus partners
- Knowledge about and/or experience with programmatic assessment

### **Additional Information**

The ACUHO-I Intern for Residential Education will be responsible for purchasing their own parking pass, if applicable. A parking pass for Summer 2024 ranges from approximately \$120 to \$150.



## UNIVERSITY OF ALASKA- FAIRBANKS

# Staff Training Intern

### Position Summary

The Staff Training Intern is a member of the Department of Residence Life. Under the supervision of the Area Coordinator, the intern will significantly contribute to the development, organization and implementation of Staff Training online modules and Fall Staff Training. Intern will also have the opportunity to shadow Residence Life staff in identified areas of interest.

### Position Purpose

The Staff Training Intern is a paraprofessional, live-in member of the Department of Residence Life who reports to an Area Coordinator and is responsible for the organizing and planning of staff training.

### Responsibilities/Job Duties 100%

- Assist in the development of student learning goals for training
- Create interactive and engaging online training modules
- Work to schedule and confirm outside and campus partner presenters for August training
- Develop and design materials utilizing the theme; including, welcome packets, training schedule, nametags, door decorations, staff t-shirts, etc
- Create training assessment plan to gauge learning comprehension and retention
- Meet weekly with supervisor

### Candidate Qualifications

- Currently enrolled at a college or university
- Should have good written and verbal communication skills
- Must be able to work independently
- Must have a strong desire to learn
- Ability to manage multiple projects with competing deadlines
- Must be well organized and able to implement efficient processes

### Negotiated Schedule

- Start Date: earliest May 8, 2023
- End Date: latest August 12, 2023
- Weekly hours: 30-35 hours per week

### Compensation

- \$4500 stipend
- \$300 travel allotment
- Furnished on-campus apartment
- Meal plan/munch money

## **Reasonable Accommodations Statement**

The University of Alaska (UA) is responsible for providing reasonable accommodations to individuals with disabilities throughout the applicant screening process. If you need assistance in completing this application or during any phase of the interview process, please let us know.

## **Affirmative Action Statement**

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination)

## **At-Will**

Pursuant to Board of Regent's Policy 04.01.055.B, temporary, extended temporary, adjunct, student, casual labor, regular hire probationary employees and those positions designated by the president as officers and senior administrators of the university are employed at-will.

## **Background Check**

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

## **Public Disclosure Statement**

Your application for employment with the University of Alaska is subject to public disclosure under the Alaska Public Records Act.

- University of Alaska is a Drug-Free Workplace.
- University of Alaska campuses are Tobacco-Free.

## **Covid 19**

Effective immediately, all new UAF hires, whose job function or work location results in the employee being subject to the UAF vaccine requirements guided by the Federal Contractor Employee vaccine mandate\*, must be fully vaccinated with an FDA- or WHO- authorized or approved COVID-19 vaccine or have obtained a university-approved disability/medical or religious exemption no later than six weeks from the new hire's start date.

\*Employees based on UAF's Troth Yeddha' (Fairbanks) campus, regardless of university affiliation and remote work status; Employees based in UAF research units outside Fairbanks (including Seward Marine Center, Kodiak Seafood and Marine Science Center, HAARP, Poker Flat, Lena Point, and Toolik Field Station); and Employees, regardless of their work location, paid by or directly working on impacted UAF federal contract.

## **Training Policy**

It is the policy of the University of Alaska (UA) that all employees are required to complete the training to meet the requirements of the positions they hold, and to complete the required training within a specified period of remain employed at the UA.



## UNIVERSITY OF ALASKA-FAIRBANKS

# Student Housing Intern

### Position Summary

The Student Housing Intern is a member of the Department of Residence Life. Under the supervision of the Area Coordinator, the intern will assist with the summer housing. Intern will also have the opportunity to shadow Residence Life staff in identified areas of interest.

### Position Purpose

The Student Housing Intern is a paraprofessional, live-in member of the Department of Residence Life who reports to the Area Coordinator for the daily operation/management and supervision of a residence hall.

### Responsibilities/ Job Duties 100%

- In conjunction with the Area Coordinator, manage and supervise the summer student staff members
- Assist with the facilitation of summer student staff training, on-going staff training, and development activities for those student staff members
- Lead weekly staff meetings with an emphasis on personal and professional development
- Administer multiple summer housing transitions from one term to the next
  - Coordinating shifts for check-outs, room inspections, check-ins and duty hours
  - Providing excellent customer service to residents, family members, and campus partners
  - Performing key audits
- Meet weekly one-on-ones with your supervisor
- Work approximately 30-35 hours per week and attend all departmental meetings
- Assist with the enforcement of university and Residence life policies and procedures
- In coordination with the Area Coordinator, design a special project that aids in your growth and development as a young professional in Residence Life. The special project is intended to be self-driven and meant to highlight an area of interest to further your knowledge in the field

### Candidate Qualifications

- Applicants must be currently enrolled in a college or university
- Should have good written and verbal communication skills
- Must be able to work independently
- Must have a strong desire to learn
- Ability to manage multiple projects with competing deadlines
- Must be well organized and able to implement efficient processes

### Compensation

- \$4500 Stipend
- Furnished on campus apartment
- Meal plan/munch money

## Reasonable Accommodations Statement

The University of Alaska (UA) is responsible for providing reasonable accommodations to individuals with disabilities throughout the applicant screening process. If you need assistance in completing this application or during any phase of the interview process, please let us know.

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\*Employees based on UAF's Troth Yeddha' (Fairbanks) campus, regardless of university affiliation and remote work status; Employees based in UAF research units outside Fairbanks (including Seward Marine Center, Kodiak Seafood and Marine Science Center, HAARP, Poker Flat, Lena Point, and Toolik Field Station); and Employees, regardless of their work location, paid by or directly working on impacted UAF federal contract.

## Training Policy

It is the policy of the University of Alaska (UA) that all employees are required to complete the training to meet the requirements of the positions they hold, and to complete the required training within a specified period of remain employed at the UA.

**Hours/pay period:** 30-35, Part-time

**Contract Length:** Negotiable dates; earliest start: date May 6, 2024. Latest end date: August 9, 2024

**Classification:** Extended Temp (hired to work 30+ hours/week. Health Care eligible, earns sick leave only. Requires 120-day continuous break after 18 month in temporary service)



## COASTAL CAROLINA UNIVERSITY

# Housing Services Summer Programs Intern

### Position Description

This position is an exciting opportunity for graduate students. This intern will receive hands-on experience with summer programs (i.e. camps, conferences, overnight freshmen orientation) alongside a top-notch team of professionals. We will count on this intern to work directly with various housing functions and become familiar with other areas of the departments' operations. We encourage the intern to bring fresh ideas and practices into the department. A cumulative capstone project and presentation can be incorporated for those requiring an academic component.

Learning outcomes will be developed in concert between the intern and the supervisor. Specific assignments and responsibilities will be decided based upon the interests of the intern and the needs of the department. Feedback will be provided to the intern regularly and comprehensively on their growth and development throughout the summer.

### Responsibilities

- Connect with our team and understand what we do
- Utilize StarRez to manage room assignments for summer programs
- Assess damages and provide information used to generate invoices
- Maintain open lines of communication with University Housing Operations staff on a day-to-day basis
- Maintain room occupancy, maintenance and cleaning status, and key inventory records
- Supervise, train, and evaluate our student staff
- Assist with coordination of summer desk operations
- Serve in an on-call rotation and assist in emergency and crisis response
- Provide exceptional customer service to all constituents, including but not limited to faculty, staff, students, visitors and the community at large
- Other duties as assigned

### Employment

Intern will be supervised by the Assistant Director for Housing Services and will work approximately 37.5 hours per week, including nights and weekends. A furnished apartment with a kitchen, private bedroom, and in unit laundry is provided, in addition to an hourly pay of \$15.00, plus Dining Dollars worth \$50 per week, to be used at on-campus dining establishments. The intern may have the opportunity to meet and work with other interns at the institution. This internship will begin on or around May 16, 2024; the internship will end on or around August 2, 2024. Specific start and end dates will be determined once the intern has been selected. University Housing typically schedules summer programs during the months of June and July.

## **Coastal Carolina University**

Coastal Carolina University is a public comprehensive liberal arts institution located in Conway, South Carolina, just nine miles from the Atlantic coastal resort city of Myrtle Beach. Coastal Carolina University enrolls over 10,000 students from 49 states and 55 nations. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and master's degrees of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services, a specialist degree in instructional technology, and PhD degrees in marine science: coastal and marine systems science and education sciences.

Coastal Carolina University is committed to fostering an environment that embraces diversity, equity and inclusion, and we seek candidates who will contribute to a climate that supports the growth and development of a diverse campus community. The University provides equal opportunity without regard to race, color, gender, gender identity, gender expression, sexual orientation, age, religion, national or ethnic origin, veteran status or disability in admissions, employment and in all of its educational programs and activities. We encourage individuals from historically underrepresented groups to apply.



# DARTMOUTH

**DARTMOUTH COLLEGE**

## Conferences and Events Summer Intern Position

Dartmouth College's Office of Conferences and Events (C&E) coordinates 50+ summer programs for organizations hosting conferences, youth camps and seminar events on the Dartmouth Campus. New this year, a Dartmouth originated Summer Scholars Program designed for high school students. C&E arranges meal plans, housing, parking, meeting space, and athletic passes for each of the summer programs. Dartmouth College's C&E office is looking for three interns for the position of Summer Programs Assistant. The intern is provided with on-campus housing, meal plan, and an hourly stipend.

### Qualifications:

- An interest in conference and event planning, youth academic programs, and sports camps.
- Flexibility and willingness to work irregular hours, including some evenings and weekends.
- Be able to commit 40+ hours a week from mid-May through mid-August.
- Ability to work independently and as part of a team.
- Excellent customer service skills and responsive attitude.
- Strong computer skills and a willingness to learn new programs.

### Responsibilities:

- Primary contact for 20 - 25 conference and camp leaders.
- Ensure dining, housing, facility, and parking requirements of assigned conferences and camps are met.
- Process housing and meal sheets for 20 – 25 programs and up to 2,000 people over the summer.
- Be an involved member of the residential community. As such, the Summer Programs Assistant will be expected to eat most meals on campus to be with or among conference and camp guests.
- Assist in the overall delivery of services both administrative and operational with the summer camp and conference programs including check-in and check-out of attendees, troubleshooting, and billing.
- On call troubleshooting coverage shared between interns (average 3 calls per week). To be accessible and available, the Summer Programs Assistant must reside in on-campus housing.
- Assist with Commencement weekend events.
- Other summer youth camp, conference, or facility-related responsibilities as directed.

**Summer Intern Contract Period: May 20 – August 9 (dates flexible)**

**Compensation: \$16.25 per hour. 1-1/2 per hour over 40 hours**

**Housing: furnished room in residential hall**

**Meals: \$1,000 for meal plan**

Employment in this position is contingent upon consent to and successful completion of a pre-employment



background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to Dartmouth College. A criminal conviction will not automatically disqualify an applicant from employment. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.



## HARVARD UNIVERSITY

# Resident Dean

Harvard Summer School (HSS) seeks Resident Deans for the summer session in 2024. Harvard Summer School is a rigorous and enriching summer experience with course offerings across three main Programs: the General Program (GP), the Pre-College Program (Pre-College), and the Secondary School Program (SSP). For more information on the specific responsibilities related to each Program's Resident Dean position, please visit the HSS Opportunities website.

The Pre-College Program offers 3 sessions of non-credit, two-week, college-level courses for high school students. It provides students an introduction to life in college through a structure of daily class meetings, college readiness skill building workshops, academic exploration lectures, and community-building activities and social events.

The HSS Resident Dean position offers an opportunity to hone leadership skills in the areas of team supervision, student advising and support, conflict mediation, crisis response, and event planning. The Resident Dean experience is supplemented by professional development programming dedicated to supporting each summer's cohort of Resident Deans.

### Position Description

Harvard Summer School Resident Deans (RDs) work with students to provide the supervision, advising, and connection to resources necessary to create a safe and academically productive summer experience. They manage a staff of HSS Proctors, with whom they work to foster a hospitable environment through community activities and programming. RDs liaise between students and HSS staff members, the Pre-College Program, and the office of Student Engagement and Residential Life (SERL). Pre-College RDs report to the Assistant Director of the Pre-College Program.

### Responsibilities

HSS Resident Deans are responsible for cultivating a safe and inclusive community, enforcing standards of conduct, supporting and advising students, supervising proctors, and supporting HSS and Program administration. Specific duties within these areas of responsibility include, but are not limited to, the following.

#### (1) Cultivate a safe and inclusive community.

- Oversee the safety and social interactions of 100-400 Pre-College students
- Serve on and manage 24 hour on-call rotation and responsibilities with live-in staff; this includes documentation and student follow-up
- Oversee and support the execution of community-building activities and co-curricular events organized by proctors for small cohorts of students

#### (2) Enforce standards of conduct.

- Enforce HSS and Program policies and procedures for students
- Conduct student discipline meetings
- Prepare cases for the Dean's Council and Administrative Board, as needed

**(3) Support and advise students.** Generalized duties include:

- Support Program efforts to orient students and supervise proctors' student orientation efforts.
- Meet regularly with students for their educational development and advising
- Identify student needs and provide the necessary connection to appropriate resources, such as the DCE Office of Student Affairs, the HSS Mental Health Support Line, Harvard University Health Services, DCE Accessibility Services Office, etc.
- Maintain consistent presence in the community
- Create and execute a College Readiness presentation for all HSS high school students, focusing on college transition topics

**(4) Supervise proctors.** Generalized duties include:

- Plan, present, and lead portions of proctor orientation and training
- Attend all proctor training sessions and ensure proctor attendance and participation
- Supervise a group of 8-9 proctors
- Lead weekly meetings for assigned proctor group
- Hold weekly 1:1 meetings with assigned proctors
- Enforce HSS and Pre-College policies and procedures for proctors
- Address staff misconduct and create accountability plans
- Create and manage an on-call duty schedule for proctors
- Supervise and track proctor job performance, including conducting informal and formal evaluations
- Manage a budget for Proctor programming and staff development
- Approve time off and track hours for assigned proctors

**(5) Support Harvard Summer School and Program administration.**

- Attend and participate in occasional pre-summer orientation meetings beginning in April, and Resident Dean training meetings beginning in early June
- Attend and participate in regular Residential Committee meetings, Dean's Council meetings, and one-on-ones with their supervisor
- Coordinate and support procedures related to student arrivals/check-ins, departures/check-outs, room changes, and other residential operations
- Manage at least one auxiliary assignment (these may include, but are not limited to, student conduct, student orientation, housing assignments, professional development)
- Maintain a positive, helpful, constructive attitude and work relationship with their supervisor, HSS staff, proctors, students, and the community
- Assume other responsibilities as needed

**Commitment**

- **Dates in Residence:** RDs must be in residence from Sunday, June 9 through mid-afternoon on Saturday, August 3, including all nights and weekends. RDs are allotted 4 days of vacation time; these days off must be approved in advance by the Assistant Director.
- **Orientation and Training:** RDs must participate in occasional virtual orientation meetings in April and May, and full-day virtual and on-campus meetings beginning in early June. Exact dates are TBA.
- **Outside Commitments:** Pre-College Resident Deans may not work another job during the summer term.

## Qualifications

We invite applications from graduate students and professionals with a demonstrated interest in student development and/or student affairs in higher education. Applicants with relevant leadership experience supporting an ethnically and culturally diverse population of high school students are strongly preferred. This position requires mature judgement and administrative competence in leading a staff of Harvard Summer School Proctors and overseeing the safety and social interactions of Harvard Summer School students. Applicants must possess the physical capacity and social communication skills sufficient to supervise and address the health and safety needs of students entrusted to their care.

**Note:** As a condition of employment, all RDs must provide immunization records and complete Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) background checks in order to complete the hiring process. RDs must also complete several online training modules prior to assuming duties, including modules on Title IX policy, the safety and protection of minors, mental health, non-discrimination and anti-bullying policy, and more.

## Compensation

- Room and meal plan for the full summer term (exact dates are TBA)
- Payment of \$7,000

## Application

- **Materials:** A letter of application and resume detailing administrative and/or academic leadership experience. Applications should indicate experience in leadership roles, particularly experience guiding secondary school and/or college undergraduates and adult learners. Letters of reference are not needed.



**UNIVERSITY OF MIAMI**

## Conference Services Intern

### ABOUT THE UNIVERSITY OF MIAMI

Immerse yourself in different cultures, learning, and meet people from every state and country in the world. From your first day here, expect a fresh perspective on people, events and places and discover what it means to become a true citizen of the world at the University of Miami! Set amid a beautiful tropical landscape, The University of Miami is home to nearly 15,400 undergraduate and graduate students from every state in the nation and 140 nations around the world.

Conference Services focuses on coordinating conferences and events that use multiple venues and services on campus such as residence hall accommodations, meeting rooms, special event space, catering and parking. OCS acts as the central point of contact for both internal and external clients, providing accurate information and handling requests for conferences, camps, meetings and events. Hosting over 40 groups a summer, we range from pre-orientation sessions to 8 week research programs, summer intern housing to computer science camps. Our conference program continues to grow and become a destination.

### POSITION DESCRIPTION:

- Work directly with the Assistant Director of Conference Services and assist with the planning and coordination of summer conferences.
- Serve as the coordinator for Summer Programs, which includes summer housing, summer intern housing, and conference housing.
- Contribute to Senior Guest Experience Assistant (SGEA) and Guest Experience Assistant (GEA) training
- Act as liaison between the Conference Services team and the conference/camp coordinators from pre-check-in to post check-out.
- Manage all aspects of staffing for conference operations and coverage including leading weekly staff meetings, supervising and scheduling a group of 17-20 Guest Experience Assistant (GEA) student staff.
- Develop weekly staff schedule to include: Desk Coverage, On-Call Duty, Room Checks, and Housekeeping shifts.
- Maintain inventory of linens restock and prepare for cleaning as needed.
- Supervise room inspections and the check-in and check-out process for assigned groups.
- Develop and lead social programming for Summer Intern Housing participants.
- As a live-in staff member, the Conference Services Intern will be expected to be accessible in person or by telephone to handle questions, respond to emergency situations and perform other administrative tasks as required.
- Participate in on-call rotation for conference and summer housing operations.
- Night and weekend work required.
- Perform administration work such as filing, answering department emails and phone calls, etc.
- Evaluate and place work orders with facility services; follow up afterwards when needed.
- Spring Term: Must attend two (2) mandatory training sessions via zoom. Dates and time TBD.
- Mid-May –Mandatory training sessions three (3) days total dates and times TBD.

**REMUNERATION:**

- Date ranging from approximately May 12 – August 4, 2024
- 40 hours per week flexible hours
- 12 weeks based on \$18/hour
- Summer Wellness Center Pass
- Intern is provided with a furnished on-campus apartment complete with private bedroom and kitchen.

Living on campus in a location designated by Conference Services is required as it is a condition of employment. Each Conference Intern will be assigned to a room which aligns with the community they will be serving. The housing portion of compensation is paid out at the beginning of the semester. In the event that the Intern voluntarily terminates their position before the agreed-upon term, the Intern agrees to vacate their position immediately upon providing notice of resignation. Conference Services reserves the right to enforce this immediate departure clause to maintain the integrity of the internship program and facilitate a smooth transition for all parties involved.



## **BERKLEE COLLEGE OF MUSIC & BOSTON CONSERVATORY AT BERKLEE**

### **Summer Programs Assistant Resident Director**

#### **POSITION SUMMARY:**

The Summer Programs Assistant Residence Directors (SPARDs) serve to provide structure and support for the various Summer Programs offered at Berklee College of Music and Boston Conservatory at Berklee. The primary responsibilities of the SPARDs include but are not limited to: training, support, and supervision of a team of Resident Assistants, serving as a member of the Crisis Response Team, oversight of high-school aged program participants, and management (in conjunction with supervisor) of a residential area of campus. Exciting opportunity to gain experience in on call systems and crisis management.

#### **ESSENTIAL FUNCTIONS/PRIMARY DUTIES AND RESPONSIBILITIES:**

- Design and implement a weeklong training program for the Resident Assistants under the guidance of the full-time Summer Programs Staff
- Provide supervision to the Summer Resident Assistant team (between 5-12 people), which includes one-on-one meetings, running weekly staff meetings, and creating leadership opportunities for the team
- Prepare buildings for summer program participant arrivals, including, but not limited to preparing keys, coordinating move-in and move-out procedures & logistics, and other tasks as assigned for all Summer Programs
- Serve as a primary on-call staff member, responding to emergencies, assisting with evening curfew checks, and addressing other issues as they arise.
- Respond to disciplinary issues and other participant concerns through conduct meetings and one-on-one meetings with participants

#### **MINIMUM JOB QUALIFICATIONS:**

- Currently enrolled in a Higher Education/Student Affairs graduate program

#### **PREFERRED QUALIFICATIONS:**

- Previous experience in housing/residence life preferred

#### **SKILLS AND ABILITIES REQUIRED:**

- Strong leadership, interpersonal and communication skills essential
- Must be detail-oriented and able to effectively manage multiple tasks and meet deadlines
- Must have a strong commitment to providing excellent customer service
- Must be able to work in a fast-paced environment
- Must be proficient with computer applications, such as MS Word, Excel, and Google Suite

### **SUPERVISORY RESPONSIBILITIES:**

- Supervises the Summer Resident Assistant staff throughout the summer

### **TERMS OF EMPLOYMENT:**

- The Summer Programs Assistant Resident Director position begins June 1, 2024 and ends on August 11, 2024. Based on availability, there is an optional additional week of work up until August 17, 2024.
- Employees must be available for key weekends, specifically Aspire: Five-Week Summer Performance's tentative check-in (July 6 or 7, 2024) and checkout dates (August 8, 9, and 10, 2024).

### **COMPENSATION AND BENEFITS:**

Receive a competitive stipend of up to \$10,000 based on availability, distributed bi-weekly. Enjoy a fully furnished, single-occupancy room situated in the scenic Back Bay neighborhood of Boston. Benefits include complimentary gym access, Wi-Fi, and a comprehensive meal plan. Engage in enriching opportunities to collaborate and network with campus partners, both through structured professional development initiatives and self-directed ventures. Throughout the summer, the Summer Programs Assistant Resident Director team fosters a collaborative environment, offering numerous occasions for team interaction and socialization.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

**DISCLAIMER:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.



## UNIVERSITY AT BUFFALO

# Summer Facilities Assistant

### UB at a Glance

The University at Buffalo is a premier, research-intensive AAU public institution that aspires to be the University of choice for faculty and staff who are dedicated to academic excellence as their priority and chief guiding principle. As the largest, most comprehensive institution in the 64-campus State University of New York system, UB enrolls more than 30,000 students. UB is located in Buffalo, NY, which is located on Lake Erie, close to scenic Niagara Falls, and a short distance from Toronto and other attractions, and is a city that features world-class art galleries and museums (American Style ranked Buffalo as the #1 arts destination for all mid-size cities), impressive architecture, and wonderful series of parks and outdoor recreation areas. These features along with the economic and cultural revitalization being experienced by the city and surrounding region (e.g., Buffalo is home to the world's largest open entrepreneurship competition, 43North); and its low cost of living, make the region highly attractive as evidenced by Buffalo's top rankings in multiple categories as a place to live. We invite you to consider UB as a place where your academic and professional visions can be realized.

### Position Summary

Selected candidates will work closely with professional staff in the residential facilities unit of our department. The scope of the internship will allow the individual to gain exposure to the day-to-day functions of a residential life and housing program at a large research university. In any one semester/term, specific areas might include personnel management, budgeting, emergency planning and response, recruitment and selection, residential education, staff training and development, community development, student conduct management, summer conferences, and administrative responsibilities.

**The focus of this specific internship is outlined below, and a final determination will be made by the intern and the direct supervisor.**

### Position Responsibilities

This individual will work with and assist the **Facilities Project Manager** with tasks associated with summer turnover and rehabilitation projects throughout our residential properties.

- Assist with the planning, implementation, and day-to-day operations of summer turnover and rehab project management at the University's on-campus housing facilities. This includes participation in contractor meetings, coordination with office staff, and communication with students, among other tasks.
- The intern will provide oversight and direction for a team of Turnover Assistants (student-staff) who are enlisted to provide grounds work, housekeeping, garbage removal, rearranging and moving furniture, painting, light maintenance work, escorting contractors into occupied units, locking and unlocking doors. The intern will assist in providing TAs with appropriate training, supervision, and evaluation.
- The intern will provide administrative support tracking invoices against completed contractor work.

- The intern will assist in the inspections of apartments after they have been painted, cleaned, repaired, or have appliances changed out.
- This will be a mix of office and fieldwork.

### **General Expectations**

- The intern will complete 35 hours per week, throughout the summer. 1 UB students who apply and are selected for internships will be limited to 29 hours per week
- The intern will participate in professional staff meetings and professional development sessions as scheduled.
- The intern will meet individually with the Intern Supervisor weekly.
- The individual will be expected to assist in the delivery of service to customers, including, but not limited to, assisting with general office coverage as well as clerical and administrative support as needed.
- Employment dates are May 28th – August 16th. Dates may be flexible.

### **Qualifications**

The individual must be enrolled in an undergraduate, Master's, or doctoral program in student affairs administration, higher education administration, business, facilities management or a field related to the opportunity.

### **Remuneration**

The intern will be paid \$20 per hour for 35 hours per week. A private apartment is offered from May 26 until August 19.

### **Equal Opportunity**

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status."



THE UNIVERSITY OF  
**CHICAGO**

## UNIVERSITY OF CHICAGO

# Summer Coordinator, Occupancy & Operations

The University of Chicago is a premier urban research university that has driven new ways of thinking since

1890. Our commitment to free and open inquiry draws inspired scholars to our global campuses, where ideas are born that challenge and change the world. Located in beautiful Hyde Park, positioned eight miles south of downtown Chicago, the University is home to dozens of internal and external summer conference programs every year.

Our summer conferences program is committed to providing exceptional housing and dining experiences focused on delivering extraordinary customer service to thousands of guests.

Join us at UChicago for a summer filled with enrichment and education and be a part of an outstanding team of professionals!

### Position Summary:

Summer Conferences, as part of the Occupancy Management and Administration unit in Housing & Residence Life, at the University of Chicago coordinates 30 - 40 conferences each summer, serving approximately 3000 - 4000 guests. The Summer Coordinator, Occupancy & Operations is an internship role supervised by the Assistant Director of Summer Conferences, which directly supports conference services in the areas of summer housing occupancy and facilities-related operations. This role will serve as the main point of contact with internal campus partners such as Facilities Services and the Housing & Residence Life Operations team. This role will also oversee housing assignments in the residence halls using StarRez housing solution. This internship runs from mid-May until mid-August.

All internship offers are contingent upon the successful completion of a background check by the University of Chicago. The University of Chicago is an Affirmative Action/Equal Opportunity/Disabled/Veterans Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law. For additional information please see the University's Notice of Nondiscrimination.

### Principal Duties and Responsibilities:

1. **Occupancy & Assignments Management:** Serve as the point person for collecting rosters to create assignments using StarRez for all summer groups. Facilitate room changes as needed and recommend room placement based on availability and group needs.
2. **ID Card Organization:** Oversee the process of ID card creation including collection of photos, working with the Identity & Privileges Office for card printing, and preparing cards for guest check-in.
3. **Room Turns and Preparation:** Responsible for managing room turn process between groups, working closing with Assistant Directors of Operations, Capstone On-Campus Management, and Facilities Services Managers. Create work orders using Maximo work order system and UChicago

Box. Ensure rooms are cleaned and ready for preparation, participating in room checks. Provide updated occupancy graphs to partners. Oversee room stocking.

4. **On Site Conference Coordination:** Assist with check-ins and check-outs as needed; address related client concerns as they arise.
5. **Administrative Responsibilities:** Maintain accurate expense records in the areas of facilities and ID cards. Attend weekly team meetings.
6. **On-Call Rotation:** Serve in on-call rotation to respond to urgent conference client situations.
7. **Other:** Other duties as assigned.

### **Minimum Knowledge, Skills and Abilities:**

- Preference will be given to applicants currently enrolled in or recently graduated from a master's program in student affairs, hospitality, or a related field.
- A strong background in customer service with previous summer conference, hospitality, or university on-campus housing experience preferred.
- Possess strong written and oral communication skills; ability to interact verbally and in writing with a wide constituency including residents, faculty, staff, colleagues, and guests.
- Strong administrative and computer skills, including an intermediate knowledge of Microsoft Office programs. Previous experience with StarRez highly desired.
- Demonstrated ability to effectively solve problems, use sound judgment and critical thinking, and act responsibly in emergency situations.
- Ability to work autonomously and as a member of a team.
- Ability to organize several projects and multiple tasks under tight deadlines.
- Possess professional standards of conduct including a strong sense of ethics and confidentiality.
- Able to live on-campus for the duration of the summer conference role.
- Positive attitude and a sense of humor.
- Must be eligible to work in the U.S.

### **Compensation:**

The Summer Conferences Coordinator will receive an hourly rate of \$17.00 per hour paid bi-weekly (approximately 37.5 hr./week). Summer Conference Coordinators will also be paid for serving in the on-call rotation for the time they are activated (at a minimum each Coordinator will receive compensation for 3 hours each day during their respective rotation, even if not activated). The position will also benefit from on-campus housing, a meal plan when dining halls are open, campus recreation center membership, access to free laundry, limited public transportation pass, and access to multiple professional development opportunities.

### **Notes:**

As with all Housing & Residence Life staff, additional hours may be required during university or department emergencies, or to accommodate a high number of summer conference programs. Dates and times will be determined by the Housing & Residence Life staff. Weekend and evening hours will be assigned in conjunction with client and summer conference needs.



UNIVERSITY OF CALIFORNIA LOS ANGELES

## ACUHO-I Intern for Leadership Development & Involvement

The ACUHO-I Intern works alongside members of Residential Life at UCLA to provide opportunities for student leadership development throughout the residential community. This dynamic and unique position will allow the ACUHO-I intern to take responsibility for developing and supporting innovative techniques to enhance the leadership skills of the students living in the residence halls.

As a member of UCLA Residential Life, the ACUHO-I intern is charged with upholding the Core 5 and 6 Standards of Service, as well as the mission of the department: to create safe, supportive, and inclusive living-learning communities that engage residents in order to foster their academic success, personal growth, and responsible citizenship. For more information about UCLA Residential Life's Service of Standards, Mission and Goals," please visit: <https://reslife.ucla.edu/about/>

### Responsibilities include:

- Assist with the planning and implementation of UCLA's Welcome Week series, including supporting the development of True Bruin Welcome
- Create training modules for various topics, including: recognition, National Residence Hall Honorary (NRHH) and Of the Months (OTMs), social justice, sustainability and other key areas
- Coordinate the creation of a professional development in-service series for student government on the Hill
- Review and develop written training material for various ResLife programs
- Assist with planning student-led and large-scale events for over 14,000 students
- Assist with the development and organization of the move-in assistant program
- Develop and pilot leadership development workshops and material
- Facilitate and participate in appropriate staff and student trainings and meetings
- Participate in weekly one-on-one meetings with supervisors
- Help plan student government trainings for Fall quarter
- Potential to assist with various large-scale administrative events, such as UCLA Graduation
- Potential to assist other residential life departments with project and initiative support (Conduct, Academics & First-Year Experience, etc)
- Other duties as assigned

We want this internship to give you the skills and experiences necessary to both complement your classroom curriculum, as well as prepare you for a Student Affairs position. Therefore we will offer several additional opportunities for your growth and development (event planning, conduct adjudication, administrative and service).

### Position requirements:

Candidates for the ACUHO-I Intern for Leadership Development and Involvement position should have a demonstrated commitment to leadership development, student advising, training and development, and

working with residence hall students. The ACUHO-I Intern must be self-motivated, disciplined, and able to function effectively without everyday direct supervision.

According to Federal Law, this offer is contingent upon your providing satisfactory proof of your identity and legal ability to work in the United States. You may contact us or refer to the federal government form I-9 for information about acceptable documents.

As a condition of employment, you will be required to comply with the University of California Policy on Vaccination Programs, as may be amended or revised from time to time. Federal, state, or local public health directives may impose additional requirements. As updates are made to the Policy, they will be reflected in the UCLA Conditions of Employment.

Due to the nature of this position, the internship offer is contingent upon completion of a satisfactory background/fingerprint investigation prior to your employment.

**Compensation and timeline:**

Compensation includes a single room in a residence hall with a private bathroom, 19 meals per week, and \$22.50-\$25 for up to 35 hours a week, under 1000 hours in total. Start date can be as early as May 13th, 2023.



## UNIVERSITY OF MASSACHUSETTS LOWELL

# Residential Education Intern for Academic Initiatives

### STUDENT AFFAIRS AT UMASS LOWELL

The University of Massachusetts Lowell is a 4-year public research institution of 16,000 students located 35 miles north of Boston in the Merrimack Valley. The University is committed to excellence in teaching, research, and community partnerships. The University is dedicated to transformational education that fosters student success, lifelong learning, and global awareness. The Division of Student Affairs is an integral part of the learning community and is responsible for the development of services, programs, and activities that enrich the college experience and contribute to an environment that encourages personal growth.

### OFFICE OF RESIDENCE LIFE

The Office of Residence Life is committed to providing a living-learning environment that promotes personal and academic success. We strive to create safe, positive, and interactive residential communities that celebrate individual differences and help our students become engaged community members.

### POSITION DESCRIPTION:

The Residential Education Intern for Academic Initiatives will focus on continuing with the implementation and development of our assessment plan for Residential Education and assisting with the marketing, recruitment, and fall welcome for our Living Learning Communities. The Intern for Academic Initiatives will also receive 1:1 supervision from a member of the Residential Education team and expand on their professional development.

### Assessment and Research

- Receive training on assessment and research to inform best practices for the Residential Education team's academic initiatives.
- Learn about the associated software and programs that assist with successful research and assessment practices.
- Assist in the continued development of the Office of Residence Life's assessment plan by developing, coding, and analyzing surveys and other assessment materials.
- Work with the Residential Education team to gather the findings and identify consistent themes from the assessment materials to help create a final report.
- Research and identify appropriate residential academic support initiatives that are considered best practices based on results from assessment materials.
- Work with the Residential Engagement Program to strategically plan ways to monitor engagement and appropriately reward residential students' participation while also reviewing data from feedback surveys.
- Explore other opportunities related to assessment and research that will enhance further professional development.

### **Living Learning Communities**

- Attend summer orientation sessions and admission events to promote the department's academic initiatives, including the Living Learning Communities.
- Support any other administrative tasks during housing selection and other busy times in the office as they relate to Living Learning Communities.
- Assist in the planning, budgeting, and marketing of a large-scale welcome event for the Living Learning Communities that includes collaboration from many campus partners.
- Continue in the development of a programming library, which acts as a resource for faculty/staff to utilize during the academic year when planning events.
- Explore other opportunities related to Living Learning Communities that will enhance further professional development.

### **DATE RANGE & WORK SCHEDULE:**

- Dates are mostly flexible, ranging from approximately May 20th to August 2nd, with a 10-week internship experience preferred. If you have specific questions or needs regarding date ranges, please do not hesitate to contact us.
- Work schedule is 37.5 hours per week, Monday-Friday. The schedule is mostly flexible.

### **COMPENSATION:**

- Intern is provided a private bedroom in a shared, furnished, air-conditioned on-campus apartment complete with a bathroom and full kitchen.
- Intern will be compensated at \$18 per hour (37.5 hours per week)
- Meal Plan (10 meals per week)
- Access to Campus Recreation Center
- Interns with cars will be required to purchase their own parking permit





## LANDMARK COLLEGE

# Resident Assistant, High School Summer Program

The High School Summer Program is three weeks in length and provides rising high school juniors and seniors an introduction to college living and learning. This is a great opportunity for high school students to grow academically and socially. Students will attend a skills development course, writing course, elective choice, and activities. By the end of the program, students will have discovered strategies and tools for academic success, improved interpersonal communication, developed oral and written expression skills, and learned how to advocate for their living & learning needs. The High School Program includes the Traditional Track and the Social Pragmatics Track. The Social Pragmatics track includes a residential program designed to help students build social pragmatic skills through living on campus and working with Social Coaches, as well as courses to help improve academic skills. Afternoon, evening, and weekend activities combine students from both tracks. Both curricular and co-curricular activities provide opportunities for students to build successful social connections as well as develop strong academic routines and college living strategies.

### Primary Function:

The Resident Assistant (RA) is responsible for providing direction and support to students in the residence halls and during out-of-classroom activities. RA's also supports the work of the Resident Directors and will help assist with social activity design and delivery. The position requires 24-hour availability to meet the needs of students. The primary work hours are between 2:15 p.m. and 12:00 a.m. The work schedule allows for one day off per week. During the training period June 27 – July 5, 2024, work hours are generally between 9AM and 5PM.

### Specific Responsibilities:

- Attend mandatory training & staff meetings; model and enforce COVID specific safety policies.
- Support the preparation of the residence halls for student arrival and residency; participate in all registration and orientation activities for students in the program; support student quarantine logistics, as needed
- Assist in the oversight of the Residence Hall; manage and oversee a residential wing of approximately 12-20 students and hall / wing meetings; conduct regular check-ins with residents.
- Design and deliver social programming in collaboration with RD's & program administrators.
- Provide negotiation & mediation, problem identification, and problem-solving options and skills for students.
- Respond to emergency or other crisis situations that occur; keep Resident Directors apprised of all student concerns
- Enforce regulations of the program, including curfews; oversee student participation in on & off campus programming.
- Report maintenance issues in student rooms and in common areas.
- Support in the documentation of student progress and production of final reports in consultation with the program administrators.

- Provide other duties as appropriate and assigned by supervisor.
- Support social growth and college readiness skills.

**Required Qualifications & Skills:**

- Evidence of understanding Learning Disabilities, ADHD and Autism.
- Strong verbal and written communication skills as well as strong interpersonal skills.
- Adaptability to a changing environment that includes working independently as well as a member of a team.
- Ability to make sound, reasonable decisions and exercise balanced judgment in evaluating situations.
- Experience working with high school or college aged students in an academic or residential setting is preferred.
- Completed one year of college.
- Interest in Education, Social Work, Residential Life, or Counseling/Mental Health related career paths is preferred.
- Ability to successfully pass a criminal background check.

**Compensation & Application Procedure:**

Resident Assistants will receive a stipend of \$3800. Other benefits include room in HSP student residence hall and meals for the duration of the program including training and wrap up.



## SYRACUSE UNIVERSITY

# ACUHO-I Summer Pre-College Residential Internship

Syracuse University (SU) is a student-focused R1 research university fueled by 150+ years of tradition, academic distinction and a spirit of discovery. Located in Syracuse, New York. SU is a residential campus with approximately 22,000 students, representing every U.S. state and 123 countries. The University's hallmark is a superior undergraduate experience emphasizing academic distinction, excellent teaching, and student success. More SU facts can be found at <https://www.syracuse.edu/about/facts-figures-rankings/>.

The Summer Residential Intern (SRI) – will work with our Summer College students in both residence life and student experience aspects of the program. In addition to working with Summer College students, the SRI will provide program oversight, including staff training and supervision for undergraduate Summer Residential Counselors (SRCs), oversight of event planning and management, student support, and on-call responsibilities.

SU's Summer College – On Campus program is an intensive academic program for current high school students. It offers credit and noncredit classes on topics ranging from architecture to web design, varying lengths (between 1–4-week programs). Summer College offers courses that reflect the richness and diversity of the majors and minors at SU as well as providing a modified version of the “college life” experience. More information on the Summer College programs can be found at <https://precollege.syr.edu/our-programs/>.

SRI's will gain exposure to other functional roles within the University and will increase their understanding and appreciation of various departments and units collaborate in support of student success, especially those involved in providing direct services to students. SRI's will be involved in the development of their individual professional development plan in an effort to meet their specific goals through the SRI experience.

### Goals of the Internship

- To provide the SRI the opportunity to work with a summer residential academic program and the summer residential operations with leadership and supervisory responsibilities.
- To provide the opportunity to network with campus partners and collaborate with professional staff across the University.
- To develop resources for position-related programs and expectations, such as the end-of-summer reports and programming guidelines.
- To provide professional development opportunities, including self-directed experiences, networking opportunities, information interviews, staff supervision experiences, and more.

## General Responsibilities

- Assist with training and supervision of undergraduate residential staff (i.e., Summer Residential Counselors (SRCs), Front Desk Assistants (FDAs)).
- Facilitate weekly 1:1 meetings with undergraduate staff, facilitate daily building-wide staff meetings.
- Coordinate, track, implement and assess residence hall programs for students.
- Provide oversight for programming initiatives.
- Coordinate staff coverage for on campus events and off-campus trips.
- Provide SRI level coverage and supervision for various trips, programs, and events.
- Assist in the Student Conduct Process and serve as a Judicial hearing officer.
- Participate in on-call rotation, responding to emergencies and student concerns.
- Other duties as assigned.

## Supervision Received:

- Direct supervision received from the Assistant Director of Student Affairs from the Office of Pre-College Programs. Open two-way communication with the Assistant Director, as well as regular meetings to discuss internship progress, goals, plans, and concerns.
- Additional guidance and mentoring support from the Executive Director of the Office of Pre-College Programs.

## Compensation and Benefits:

- The intern is expected to work up to 40 hours per week and will be paid \$18/hour.
- A single room will be provided for the duration of the program and is included as a part of the compensation package.
- A full meal plan consisting of 19 meals per week will be provided for the duration of the program and is included as a part of the compensation package.
- 6-week total commitment:
  - SRI training: from 6/23/24 to 6/29/24
  - SRC training: from 6/30/24 to 7/6/24
  - Summer College – On Campus program: from 7/7/24 to 8/3/24.
- Single or shared office space will be provided inside or within proximity to the SRIs assigned residence hall.
- Travel expenses will be reimbursed up to the maximum of \$500 and based on University travel and mileage policy.
- Parking is available for purchase from SU's Office of Parking and Transit Services at the cost of \$30/week.

## QUALIFICATIONS:

**Required:** A bachelor's degree; experience living on campus; two years of residential leadership or student activity planning or related experience; good written and oral communication skills; and availability to serve for 6 continuous weeks between June 23 and August 4, 2024.

**Preferred:** Graduate coursework in Student Affairs Administration or related programming; experience working in a Housing/Residence Life program; and knowledge of computer technology (web development, MS Word, Excel, Outlook, etc.).