



Colorado State University - Pueblo

Residence Life & Housing

Graduate Internship – Residence Life Coordinator

Responsibilities:

- ∅ The Residence Life Coordinators will become an integral part of the Residence Life and Housing staff from July through May.
- ∅ The main functions of this position will be to assist in the following areas:
 - Supervision & Training: With guidance from an Area Coordinator, supervise 3 to 8 student Resident Assistants. Participate in all required trainings for professional housing staff and assist with the facilitation of the student staff trainings.
 - Building Management: Facilitate processes in assigned hall related to openings, check-in/out, room condition reports (RCR), occupancy, work orders, keys/card access, and similar paperwork.
 - Programming: In coordination with the Graduate Intern for Programming, assist guide and direct student staff in floor and building events. Support the Residential Curriculum model.
 - Hall Council: With guidance from the Assistant Director of Residence Education and Graduate Intern for Programming, recruit, select, and advise the buildings Hall Council.
 - On-Call: Participate as a primary support for the Residence Life on-call system on a rotating basis.
 - Conduct: Act as Conduct officer for cases assigned by Assistant Director of Residence Education.
 - Collateral & Committees: Participate in Residence Life & Housing committees for continued program development such as RA Recruitment committee and Student Staff Training Committee. Advise student staff in assigned collaterals.
 - Events: Assist the department where needed in large scale events such as Fall/Spring Openings, Housing Reapplication, large programs, and other similar events.
 - General Operations: Assist with various activities, processes, and procedures as needed.

Expectations:

- ∅ Be an effective member of the Residence Life & Housing team by quickly learning about our department, division, and University.
- ∅ Develop student staff and residents in accordance to our mission, vision, and educational priority.
- ∅ Work cooperatively with all Residential Living and Learning staff and other Departments including Resident Assistants, Desk Assistants, Work Crew, Custodial, and Maintenance.
- ∅ Fulfill administrative responsibilities as needed.
- ∅ Work effectively with the Residence Life staff and serve on the Duty Rotation.
- ∅ Conduct oneself in a respectable manner.
- ∅ Contribute ideas and expertise in assigned area.
- ∅ Understand that customer service is the foundation for all operations and role model excellent customer service for our student staff.

Qualifications:

- ∅ Must be enrolled as a full-time graduate student.
- ∅ Must maintain a 3.0 cumulative GPA.
- ∅ At least one year of experience in Residence Life at a university is preferred.
- ∅ Computer skills including experience with Microsoft Office software is preferred.
- ∅ Due to the time commitment and compensation of the position, outside employment is prohibited.
- ∅ This is a live-on required position.

Compensation:

Room & Board: One bedroom apartment & meal plan

Monthly Stipend: \$1,000 before taxes

Start Date: July 1, 2019 ~ End Date: May 31, 2020