



Residence Life Intern Position Description

University Housing Services Mission Statement

We work cooperatively with our residents in a learning centered environment to foster:

- A safe and welcoming community.
- Opportunities for growth, leadership and academic achievement.
- Respect and value of all lifestyles and cultures.

Position Summary

The Residence Life Intern (RLI) is a 20 hour per week, full-time student whose primary responsibilities include community building through community support and programmatic development. The Residence Life Intern will work collaboratively with University Housing Services Staff, as well as Student Affairs Departments and Faculty across campus. The Residence Life Intern reports to the Area Coordinator of the assigned community. Anticipated position begins July 23rd, 2018 and ends May 2019.

Application Requirements

- Submit Residence Life Intern application, resume, and cover letter
- Submit two Professional references
- Participate in the RLI Interview process in May 2018
- Be enrolled as a full-time student for the entire 2017-2018 academic year.

Minimum Requirements

- Must be committed to their academic success, and developing personally and professionally
- Must be able to work independently in developing creative and successful initiatives and events
- Must live in assigned RLI room during time of appointment
- Capacity to serve as part of on-duty rotation for the Lyle Center for Regenerative Studies
- Flexibility and ability to manage multiple projects and activities
- Flexibility and ability to manage time- role will require some night and weekend obligations
- If a Cal Poly Pomona student, must be in good standing with the university

Preferred Requirements

- Understanding of multicultural and social justice issues
- Previous experience in Higher Education or related field- specifically, working with leading student teams/advisory boards, leadership/civic engagement experiences
- Experience leading students or working in team environments
- Capacity to create and implement training and events for undergraduate student leaders
- Capacity to create innovative community building experiences
- Proficient in writing and editing skills. Basic computer, communication (writing and verbal), and presentation skills
- Excellent interpersonal, organizational, and time management skills
- Ability to build effective working relationships with individuals inside and outside of the University
- Ability to foster a collaborative/innovative environment

General Responsibilities of all Residence Life Interns

Programming

- Oversee team programming efforts towards completion of programming expectations

- Track and monitor all programmatic initiatives in the community (passive, active, and weekend) according to departmental requirements
- Hold regular 1-on-1 meetings with Resident Advisor (RA) staff to provide regular feedback to help RAs improve performance with programmatic initiatives
- Create and foster meaningful working relationships with faculty and staff to partner with theme communities and educational programming

Conduct

- Perform low-level incident review meetings (student conduct) for students allegedly in violation of university and housing policies
- Assign and track sanctions
- Create and implement innovative conduct prevention efforts with Area Coordinator

Safety and Security

- Serve as an emergency crisis responder by serving on-duty rotation with the Lyle Center for Regenerative Studies
- Maintain facilities by placing work orders and performing appropriate follow-up
- Provide emergency response and on-call crisis management throughout the academic year
- Uphold and enforce University and UHS policies and procedures; document any violations

Front Desk Management

- Oversee Front Desk Assistants (FDA) and assigned Front Desk area
- Establish meetings with FDAs as needed
- Participate in FDA selection process
- Assist in the development and implementation of initial fall training and ongoing trainings
- Provide regular feedback to Front Desk Assistants regarding performance
- Oversee On-Campus Marketing care package distribution

Student Organization Advising

- In collaboration with the Area Coordinator, advise a University Housing Services student organization, such as Suites Council, Hall Council, RA Council, or National Residence Hall Honorary (NRHH)
- Assist in the recruitment process for the assigned student organization
- Assist with weekly meetings
- Meet regularly with executive board members
- Attend and support student organization programs

Administrative Responsibilities

- Provide office hours as needed based on needs of residential area
- Participate and assist with the implementation of weekly community RA staff meetings
- Participate in resident move-in process at the beginning of each quarter and the check-out process at the end of each quarter (this includes preparation work prior to the actual check-in and checkout dates including preparing keys and related paperwork.)
- Assess current processes and make recommendations for improvements
- Assist with UHS departmental processes as needed

Community Development

- Create an inclusive and welcoming community in collaboration with the Area Coordinator
- Be visible and involved in the residential community
- Attend and support community, departmental, and campus programs
- Interact with residents throughout the community on a regular basis
- Serve as a role model for standards of community living and academic success
- Liaise between the residents and the department or university as needed
- Actively participate and assist with Welcome Week activities in Fall Semester

Other Duties as Assigned

- Perform and participate in other duties as assigned by the department

Remuneration

RLI will receive a furnished space within a University housing facility and a 1500 meal points plan per semester (Premium Plan). Residence Life Interns will be paid regularly with a cap at \$2,700 per academic year. This amount may be prorated during months where less than 20 hours per week is performed.

All applicants must apply through the application link at
<https://www.cpp.edu/~housing/current-residents/involvement.shtml>

Applications due: May 1, 2018 at 11:59pm.

For more information contact Student Leader Selection at uhsls@cpp.edu