



Colorado State University - Pueblo

Student Conduct and Residence Life & Housing

Graduate Internship – Student Conduct



Responsibilities:

- ∅ The Graduate Intern of Residence Life/Student Conduct will become an integral part of the Residence Life and Housing/Student Conduct staff from July through May.
- ∅ The main functions of this position will be to assist in the following areas:
 - Conduct: Act as the conduct officer for cases assigned, provide effective sanctioning for those found in violation of University policy, and follow cases through to completion/closure.
 - Programming: In coordination with the Director of Student Conduct and Assistant Director of Residence Education, provide programming and outreach to students in housing and on the general campus about behavioral expectations.
 - Supervision & Training: Provide secondary supervision to the Student Conduct Work Study. Participate and often lead required trainings for professional staff, faculty, student staff, and campus community.
 - Events: Assist the department where needed in large scale events such as Fall/Spring Openings, Halloween event, Housing Reapplication, large programs, and similar events.
 - On-Call: Participate as a primary support for the Residence Life on-call system on a rotating basis.
 - Collateral & Committees: Participate in campus wide committees and task forces to provide support and a voice for Student Conduct in the absence of the Director. Provide collateral support for Residence Life and other Student Affairs Departments as assigned.
 - General Operations: Assist with various activities, processes, and procedures as needed.

Expectations:

- ∅ Be an effective member of the Student Conduct/Residence Life & Housing team by quickly learning about our department, division, and University.
- ∅ Work cooperatively with all Departments including Student Conduct, Residence Life, and the EMSCA Division.
- ∅ Fulfill administrative responsibilities as needed.
- ∅ Work effectively with the Residence Life staff to 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.

Qualifications:

- ∅ Must be enrolled as a full-time graduate student.
- ∅ Must maintain a 3.0 cumulative GPA.
- ∅ Ability to maintain confidentiality and knowledge of FERPA required.
- ∅ At least one year of experience in Residence Life or Conduct at a university is preferred.
- ∅ Knowledge of Maxient or similar student tracking database preferred.
- ∅ Ability to conduct assessment 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 level of a shared apartment space & meal plan

Monthly Stipend: \$1,000 before taxes

Start Date: July 1, 2018 ~ End Date: May 31, 2019