



Colorado State University - Pueblo

Residence Life & Housing

Graduate Internship – Student Development

Responsibilities:

- ∅ The Graduate Intern for Student Development 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:
 - Programming: With guidance from the Assistant Director of Residence Education and coordination with other staff members, guide and direct programming for on-campus residents of CSU-Pueblo that is aligned with our Residential Curriculum.
 - Advising: Help develop and advise the Residence Hall Association with the Assistant Director of Residence Education, advise the Resident Assistant Council, and guide other staff members through the process of recruiting, selecting, and advising Hall Councils.
 - 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.
 - Training: Participate in all required trainings for professional housing staff and assist with the facilitation of the student staff trainings.
 - On-Call: Participate as a primary support for the Residence Life on-call system on a rotating basis.
 - 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 level of a shared apartment space & meal plan

Monthly Stipend: \$1,000 before taxes

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