

Departmental Mission:

The Office of Residential Life & Campus Activities at Colorado College is committed to creating inclusive, secure and well-maintained learning environments that are conducive to, and focused on, holistic student development, student learning, and student success.

We are committed to the delivery of services, programs and resources which:

- Provide a safe and secure residence hall environment for all students.
- Hire and develop a staff of student leaders who are committed to the education and development of their peers and themselves.
- Offer an array of educational and social programming intended to support and challenge students intellectually and interpersonally.

Position Description:

Colorado College Office of Residential Life and Campus Activities is seeking energetic graduate students that are seeking to attain experience in Student Affairs. The position can serve as hands on training for a graduate student laying the foundation for a career in student affairs and higher education, as we can offer valuable experience in advising, contracting, budgeting, marketing, assessment, and evaluation. In addition, peripheral opportunities in the position can include involvement with Greek Life, Student Government, student leadership development, and/or off campus programming. The Office of Residential Life and Campus Activities also maintains close collaborative relationships with many offices and departments across campus, giving the Graduate Intern the opportunity to engage and collaborate with professionals from all walks of higher education.

The internship with the office of Residential Life & Campus Activities will follow a 3.5 week Block plan model that will focus on one to two projects per intern. Projects will target special populations and help meet the needs of the office with service delivery. Some projects are dependent on the month and office goals for that timeframe. Graduate students that participate in this model will need to commit to a regular schedule during the 3.5 week block plan. Supervision will be provided by professional staff with an earned master degree.

Project 1 – Programming and student advising

True to our mission of student learning, the majority of our events are created and planned by students, with our advice and guidance throughout. Thus, the Graduate Intern will work very closely with our student organization leaders, Student Organization Consultants, and the Residential Life and Activities Coordinator. The intern will work closely with Senior Student Life Specialist and the Residential Life & Campus Activities Coordinator to support and advise student event planners, with specific tasks to include contracting, budgeting, marketing, assessment, and evaluation. The intern will assist student organizations in the development, planning and implementation of late night and weekend programming on campus. The intern will serve as the primary event manager on scene for at least one late night and weekend programming that they helped to coordinate.

Project 2 – Greek Life

Greek community membership is held by approximately 10% of the student body, with the potential for growth in the coming years. The office of Residential Life and Campus Activities is seeking to enhance its support of the Greek Life community and solidify a sustainable systemic structure of advising, marketing, recruitment, community building, leadership development, and recognition. The intern would need to be a visible and influential presence within Panhellenic and IFC, in addition to supporting the presidents, CEOs, and executive councils of the individual chapters. The intern would attend weekly Panhellenic and IFC meetings, in addition to weekly meetings with Presidents/CEOs of the CC chapters. Collect data and maintain records on service hours, dollars raised, events held, GPA's achieved, and other achievements of Greek organizations and individuals to contribute to the Greek Awards

system run through the Office of Residential Life and Campus Activities. The intern will serve as the primary event manager on scene for at least one Greek Life event which they helped to advise that is open to the Greek community, the campus community, or the greater community.

Project 3 – Housing and Residential Education

With 1550 students living on campus in various housing communities (traditional halls, apartments and small houses), the Office of Residential Life & Campus Activities strives to provide a positive student experience within a residential community geared to affirm and promote diverse and inclusive spaces. The graduate intern will provide support to residential communities in West Campus (Peaks and Front Range). The intern may assist with assessment, programming, room inspections, in-service training, housing selection processes, RA selection processes, and other efforts related the residential education model. The intern will help lead at least one RA staff meeting and attend a community building program that they helped coordinate.

Position Requirements:

- The internship is designed to be 10 -25 hours a week for 3.5 weeks excluding monthly block breaks and Fall, Winter, and Spring Breaks (the academic calendar can be found on the CC website.)
 - Hours and duration of internship will be dependent on graduate intern and is negotiable.
 - Hours for field placement/internship can span over multiple BLOCKS.
- The applicant must possess a Bachelor’s degree and be enrolled in a graduate program.
- The applicant should have an interest in working in a Higher Education setting and a desire to use this position to gain experience in the field.

Position Duties:

- Serve as a team member for the Office of Residential Life and Campus Activities.
- Work closely with the Assistant Director and the Residential Life & Campus Activities Coordinator to support and advise student event planners, with specific tasks to include contracting, budgeting, marketing, assessment, and evaluation.
- Assist the Residential Life Coordinators on the West Campus with residential projects to include: Housing Selection process; RA Selection process; opening and closing inspections;
- Assist student organizations in the development, planning and implementation of late night and weekend programming on campus.
- Work with the Residential Life & Campus Activities Coordinator to coordinate the comprehensive late night and weekend events calendar, gathering information on existing events in addition to working with student organizations to create events when appropriate.
- Participate in campus-wide committees as appropriate, including New Student Orientation and Winter Start Orientation Teams, Family Weekend Planning Group, and Homecoming.
- Other duties as agreed upon.

Application process:

Please submit a letter of interest, resume to rlca@coloradocollege.edu. Two reference letters (at least one reference letter should be from a college personnel) on letter head with reference name, title and contact information can be emailed to rlca@coloradocollege.edu or mailed to 14 E Cache La Poudre Street, Colorado Springs, CO 80903 ATTN: Bethany Grubbs