



## Colorado State University - Pueblo

### Residence Life & Housing

### Graduate Internship – Residence Education

#### Responsibilities:

- ∂ The Graduate Interns of Residence Education will become an integral part of the Residence Life and Housing staff from August through May.
- ∂ The main functions of this position will be to assist in the following areas:
  - 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 Area Coordinator, assist guide and direct student staff in floor and building events. Support the Residential Curriculum model.
  - Hall Council: With guidance from Area Coordinator, recruit, select, and advise the buildings Hall Council.
  - Events: Assist the department where needed in large scale events such as Fall/Spring Openings, Halloween event, Housing Reapplication, large programs, and similar.
  - Supervision & Training: With guidance from 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.
  - 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.
  - 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.
- ∂ 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  
Hourly pay: \$12.00 per hour for 20 hours a week  
Start Date: August 1, 2022 ~ End Date: May 31, 2023

If interested, please email Gwen Young, Assistant Dean of Student Life:

[gwen.young@csupueblo.edu](mailto:gwen.young@csupueblo.edu).