



Ashland University
Graduate Assistant
Residence Life/Career Development

Internship Title: **Residence Director**
Graduate Assistant, Career Development
Institution: **Ashland University** (www.ashland.edu)
Current GA: Miles Larson
Email: dlarson@ashland.edu

Responsibilities:

Residence Director

1. Supervise, train, evaluate and select (typically 4-9) undergraduate Resident Assistants.
2. Oversee residential administrative processes (opening/closing, room changes, RA selection, programming, occupancy reports and on-duty responsibilities).
3. Advise Hall Council and serve on Residence Life committees.
4. Facilitate programming based on prescribed student affairs outcomes.
5. Serve as Judicial Adjudicator in hall judicial matters.
6. Refer and help students in personal matters that they may best achieve their academic goals.

Graduate Assistant, Career Development

1. Participate in weekly Career Assistant training during fall semester.
2. Attend scheduled Career Development Center staff meetings.
3. Meet weekly with the Director of Career Development for overview of office operations.
4. Complete assignments (interest inventories, resume and cover letter, appointment shadowing, mock interview) to reinforce topics discussed in weekly meetings.
5. Year-long Project: Create and carry out occupational marketing program for liberal arts degree candidates.
 - a. Determine target audience and set specific program goals.
 - b. Gather information from target group(s) concerning current occupational marketing techniques.
 - c. Research ways in which target group(s) can enhance marketing techniques (utilize written resources, faculty and staff, current students, alumni, and employers).
 - d. Develop programming to meet project goal(s).
 - e. Evaluate program.
 - f. Create project notebook as a resource for the Career Development Center.

Supervisor(s): Director of Residence Life/Director of Career Development Center
Time Commitment: Residential hall responsibilities plus Career Development Center office hours.
10-15 hours per week, including evening commitments.
Time Off: All University breaks and four weekends out per semester
Contract Dates: August 2006 through May 2007
Remuneration: \$16,390 stipend plus furnished apartment, full board plan, free cable service,
Health Center services, professional development support and computer
availability.

Contact Person for Pre-Interview Information:

Michele Sheets, Director of Residence Life, Ashland University, Ashland, OH 44805;
419/289-5306, FAX 419/289-5399, e-mail: msheets@ashland.edu

Co-Supervisor: Karen Hagans, Director of Career Development Center

