



Ashland University Graduate Assistant Residence Life/Career Development (BGSU)

Internship Title: **Residence Director
Graduate Assistant, Career Development**

Institution: **Ashland University** (www.ashland.edu)

Location: Ashland, OH (90 miles southeast of Bowling Green)

Size: 6,922 at Ashland University; 2,383 at the main campus

Nature of Institution: Private, 4-year, liberal arts and professional programs.
Brethren Church affiliation, B.A., B.S., Bachelor's Plus, M.Ed., Ed.D and M.B.A. programs, also Ashland Theological Seminary.

Current GA: Annie Lodge

Email: alodge@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. Coordinate alumni career advisory network to facilitate connections between alumni volunteers and individuals seeking career-related information.
2. Complete Career Assistant Training during Fall Semester and assist with selection & mentoring process of Career Assistants.
3. Assist students in the CDC Resource Room.
4. Develop and distribute publicity material and assist with selected special events.
5. Participate in CDC and Career Assistant staff meetings and Advisory Board meetings.
6. Maintain/enhance portions of CDC Web Page (training provided).
7. Perform additional duties based on candidate's interest and skill level.

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, computer availability and full tuition waiver at BGSU.

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

Additional Information: Other BGSU CSP internships on campus:

Residence Director/Assist. to Vice President for Student Affairs or Residence Life

PLEASE NOTE: You **MUST** begin your coursework at BGSU in June, 2006.
Bowling Green State University -- Division of Higher Education & Student Affairs

