

Ashland University
Student Affairs Internship Program

Position Title: Residence Life Intern

Department: Office of Residence Life & Greek Affairs

Reports To: Director of Residence Life & Greek Affairs

Position Description:

The Residence Life Intern works 15 hours per week as a member of the Office of Residence Life & Greek Affairs staff. In return, the intern receives benefits as outlined in the Student Affairs Intern Contract. The Intern moves in prior to the start of the academic year in order to assist with opening weekend.

Specific Duties:

- Assist with billing of early arrivals and summer housing.
- Maintain records of residence hall program budgets and RA programming.
- Update RD's on budget balances and forms when necessary.
- Serve on residence life committees as needed (selection, recognition, training, etc).
- Create/revise residence life signage (opening, closing and other flyers)
- Coordinate and update the residence life website.
- Update residence life surveys and input data.
- Assist with registration to NEOHO (Northeast Ohio Housing Officers) RA Conference.
- Create/coordinate residence life staff evaluations.
- Other duties as assigned.

Learning Objectives:

- Experience the daily operations of the Office of Residence Life & Greek Affairs
- Develop computer skills including web page development and Microsoft Office 2007.
- Enhance public speaking skills through classroom and group presentations.
- Work independently, and as a member of the team, to complete projects.
- Enhance leadership, communication and organizational skills
- Gain understanding of the AU residential community

Qualifications:

- Minimum 3.0 cumulative grade point average
- No level I, II judicials, or academic integrity violations
- Computer experience (Microsoft Word, Excel, Adobe PageMaker, Desk Scanner, etc...)
- Accounting and strong interpersonal communication skills, positive attitude

January 2008