



Ashland University
Graduate Assistant
Residence Life/Servant Leadership

Internship Title: **Residence Director**
Graduate Assistant, Servant Leadership
Institution: **Ashland University** (www.ashland.edu)
Current GA: Lance Leveck
Email: [llleveck@ashland.edu](mailto:lleveck@ashland.edu)

Responsibilities:

Residence Director

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

Graduate Assistant, Servant Leadership

1. Assist the Vice President for Student Affairs in the coordination of all leadership programs.
2. Serve on the servant leadership team; meet regularly with servant leadership peer facilitators.
3. Assist in the annual review of the Peer Facilitator Manual.
4. Create and maintain servant leadership and leadership development brochures and websites.
5. Create and disseminate publicity for leadership programs.
6. Coordinate Leadership Council meetings; disseminate weekly electronic newsletter to Leadership Council and advisors.
7. Assist with Leadership Reception awards selection and program.
8. Review and benchmark other leadership programs at other colleges and universities.
9. Research professional leadership organizations, leadership clearinghouses and other leadership information sites.
10. Other duties as assigned.

Supervisor(s): Director of Residence Life/Vice President for Student Affairs
Time Commitment: Residence hall responsibilities plus Servant Leadership 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, board, free cable service, Health Center services 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: Sue Caudill Heimann, Vice President for Student Affairs

