



Ashland University
Graduate Assistant
Residence Life/Student Affairs (BGSU)

Internship Title: **Residence Director**
Assistant to the Vice President for Student Affairs
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: Meredith Santschi
Email: msantsch@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, occupancy reports and on-duty responsibilities).
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.

Assistant to the Vice President for Student Affairs

1. Evaluate commuter and adult learner needs and offer recommendations for Student Affairs.
2. Provide support and input for Emergency Operation Plan.
3. Serve on the Safety Compliance Committee as needed.
4. Assist with division budgets, editing of Student Handbook, and other Vice President projects.
5. Explore student learning and character building initiatives.
6. Meet with at-risk students and attend weekly Retention Committee meetings.
7. Assist in grant writing projects.
8. Assist in division assessment.
9. Research new trends in Student Affairs.

Supervisor(s): Director of Residence Life/Vice President for Student Affairs
Time Commitment: Residence hall responsibilities plus Student Affairs 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, computer availability as well as 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: Sue Caudill Heimann, Vice President for Student Affairs

Additional Information: Other CSP internships on campus:

Residence Director/Graduate Assistant for Career Development 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

