

Division of Student Life and Services
University of Wisconsin-Stout
Graduate Student Intern position
Red Cedar Hall Coordinator, University Housing

The Red Cedar Hall Coordinator will specialize in managing the daily operations of Red Cedar Hall. This position will work twenty hours per week and requires evenings and some weekends. This position will report to the Assistant Director for Case Management.

Job Description

The Red Cedar Hall Coordinator (RCHC) is a graduate student intern responsible for creating a residence life program in the suite-style Red Cedar Hall housing 296 upper-class students. The RCHC is charged with creating a residence hall community which supports the academic and polytechnic mission of UW-Stout. The RCHC is expected to be visible to residential students, engage in personal interactions with them and provide leadership and mentoring to them.

The primary duties will include:

- Oversee the student, staff, operations, and community development functions for Red Cedar Hall
- Supervise (select, train, and evaluate) undergraduate student staff in Red Cedar Hall.
- Provide intentional and on-going staff development for undergraduate student staff.
- Work with student leaders to create events and programs that meet the needs of Red Cedar residents.
- Advise residents who desire to form a Red Cedar resident board or other similar hall association.
- Develop good communication with the custodial and maintenance staff members and consult at least once per week about facility issues.
- Perform rounds of the building several times per week noting indicators of student involvement, and appropriate levels of cleanliness, safety, and maintenance. Submit work requests as necessary.
- Meet weekly with the Assistant Director to discuss supervision, facilities, operations, and leadership topics and issues.
- Implement housing conduct policies and serve as a first-level conduct hearing administrator.
- Become familiar with the Intercultural Development Framework as a method to understand intercultural conflict, bias-related actions, and communication methodologies
- Create communities that support university efforts toward inclusive excellence.
- Manage suitemate mediations, community and floor interventions and building responses to emergency situations as needed or as directed.
- Manage any decentralized business operations for the building.

Training

Training will be provided so the intern is well prepared to meet the demands of the position. In addition, there will be regular supervision to enhance the intern's development, discuss supervision of student staff, adjudicate student conduct, and receive guidance and support.

Stipend

Academic Year stipend will be provided. Preferred start is May 18, 2018. On-campus housing and a laptop computer will also be provided. Opportunity for summer employment will also be available. Summer remuneration will depend on start date.

Objectives

- To provide experience working as a professional on a University campus
- To gain understanding of the basic functions and operations of a University Housing department
- To gain experience supervising students who provide peer support to residence hall students
- To provide an opportunity to develop skills and increase marketability for professional higher education job opportunities.

TO APPLY: Please load your resume and cover letter in this brief application to apply for any or multiple UW-Stout Graduate Student Intern positions. <https://orgsync.com/130902/forms/179849>