



UNIVERSITY OF MINNESOTA ROCHESTER

Student Life Graduate Intern: Residential Life Graduate Intern

This position is intended to be a collaborative role to support the Residential Life team within the greater Student Life team. The position has been created so that it is both an educational and professional opportunity for a graduate student pursuing a masters degree in the Student Affairs field of higher education. The graduate student reports directly to the Assistant Director of Residential Life & Academic Initiatives.

Duties and Responsibilities

Housing Operational Support - 45%

- Support Residence Life operations with room assignments, accommodations, housing sign-up, summer housing placements, move-in, etc.
- Support the development and implementation of a summer conference program
- Assist with housing front desk management and operations

Residence Education - 45%

- Assist with program planning and implementation
- Support and present at student staff training
- Help lead LLC themed housing initiatives
- Supervise 2-3 Community Mentors that assist in LLC themed housing programming

Team/Campus Collaboration - 10%

- Participate in other committees, projects, and assignments based on interest and educational need.
- Attend regularly scheduled Student Life Meetings as able based on the agreed upon intern schedule

Days and Schedule:

Residential Life prefers a graduate intern who can commit to 15-20 hours of work per week with some required evening and weekend work time. Prior approval from the graduate intern supervisor is necessary prior to working beyond 20 hours per week. The Residential Life Graduate Intern is expected to work in-person.

Qualifications:

Candidates must have the following minimum qualifications:

- Enrolled in a related accredited Student Affairs graduate program

Successful candidates may also have:

- Experience in Google applications (including Calendar, Documents, Forms, and Sites)
- A demonstrated commitment to diversity, equity, and intercultural competencies.
- Familiarity with equity-minded strategies for supporting the academic success and wellbeing of students
- Demonstrated experience and understanding of working with private student data and confidential information
- Experience tracking and interpreting data relevant to their work and using that information for work and process improvement
- A commitment to knowledge creation and research in higher education

The successful candidate will possess:

- The desire and ability to work in a collaborative, team environment
- An innovative mindset and the ability to operate in a sometimes-ambiguous environment
- The ability to learn and disseminate detailed information using a high level of interpersonal skills
- Demonstration of UMR values: human potential, diversity and inclusivity, community, evidence-based decision making, and respect.
- Excellent oral and written communication skills
- Self-motivation, excellent time management, and organization skills
- Experience utilizing a diverse range of technologies
- Capacity to work occasional evenings and weekends
- A valid driver's license for program/supply shopping needs