This is an academic year graduate student staff appointment with potential summer employment opportunities, which serves as the primary, day-to-day advisor for the National Residence Hall Honorary, and programming sub-committees advisor for the Residence Hall Association, under the direction of the Assistant Director for Leadership and Education. This position will develop and deliver a training program for elected officers in the residence hall government structure and will also coordinate the logistics for student travel to state, regional and national conferences with the assistance of a delegate advisor from the full-time professional staff.

Objectives:

- To provide a professional development experience with significant impact on student success and development.
- To help provide residence hall leadership in order to meet the diverse needs of students
- To develop community environment that will benefit the student body at the University of Wisconsin-Eau Claire.
- To provide the intern with the opportunity to develop their skills and increase their marketability as they look to professional opportunities in the future.

Job Description

- Advising
  - Coordinate the affiliation and conference travel process with state, regional, and national residence hall organizations (WURHA, GLACURH, NACURH). Ensure all conferences and business meetings have a full-time professional advisor and appropriate student representation.
  - Support all student leader recruitment, selection, and training efforts
  - Assist student leaders with recruitment, and help students to define direction of the organization.
  - Support the development of leadership opportunities through committees and special events.
  - Provide program consultation and advisement to all Housing and Residence Life Organizations.
  - Serve as advisor to NRHH, in consultation with the Asst. Director for Leadership and Education.

- Student Leader Training
  - Plan, execute, and evaluate a Hall Council executive board training experience to provide student leaders the tools needed to serve their organization, the residence hall, and the campus community.
  - Develop a policy, procedure, and programming resource manual for hall leaders. Determine the most effective method for its distribution and use.
  - Serve as resource consultant to Hall Directors and hall government executive board members in terms of program and organizational effectiveness.

- Additional Responsibilities
  - Take an active leadership role in the development, implementation and evaluation of various projects and committees. Participate in future long and short-range program planning.
  - Perform any other job-related responsibilities as directed.

Training:

There will be a training schedule developed for summer 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 issues, and receive guidance and support.

Office Location:

Towers Hall Room 113

Stipend:

$11,000 for August 1, 2016 to May 31, 2017. On-campus housing will also be provided.