

Campus Living Intern



Campus Living Intern
Job Description

Office of Campus Living
Lewis & Clark College
T 503.768.7123
living@lclark.edu

Purpose	To prepare student for a career in Student Affairs
Role	Assist with special projects Coordinate on-going paraprofessional staff development Provide student voice and advocacy as a member of Campus Living Professional Staff
Duties	<i>The intern works approximately 10 hours a week, and performs the following duties:</i> Convenes Campus Living Advisory Board, composed of the Lead RA from each staff team Develops content for and facilitates monthly staff development in-service trainings with CLAB Assists with on-going and special Campus Living projects Participates in the Student Life Division Internship Cohort Participates in RA training and serves on-Call for administrative tasks as needed Attends Campus Living Professional Staff meetings
Requirements	At least one academic year of service as a Resident Advisor Full time student in good academic standing At least 2.5 cumulative GPA
Preferred Qualities	Prior service as a Lead RA High level of administrative competency Facilitation skills and attention to detail
Compensation	Receives the equivalent of Double Room rent for on-campus housing One year student membership to NASPA Professional development to cover attendance at a regional NASPA or ACUHO conference
Reports to	Director of Housing and Orientation and Director of Campus Living
To apply	Submit a Student Life Internship application, résumé, and cover letter to April Haddock by February 10th 2014. Please also submit typewritten answers to the following questions: 1) Outline a 90 minute in-service training on a topic of your choice 2) Discuss one of your top five Strengths; how will you draw upon it to succeed in this role? 3) How have you demonstrated your administrative acumen? 4) How will this position contribute to your professional development?