

Alverno College
Graduate Internship Job Description

Position Title:	Graduate Intern	Date:	Fall 2008
Department:	Student Services	Status:	20 hrs/wk, 9 month position
Reports To:	Assistant Director of Residence Life		

Position Overview:

The graduate intern for Alverno College will work in the division of Student Services with primary responsibilities in Residence Life and Student Life. This is a live-in, 9-month, half time (20 hours per week) position with evening and weekend work. The intern will provide support for our students and staff in the areas of residence hall administration, programming, leadership, and communication.

About Alverno

Alverno College is a four-year, liberal arts, independent, Catholic college for women, located in Milwaukee, Wisconsin. This nationally renowned institution is heralded as an innovative leader in pedagogy, and has received international acclaim as a pioneer in developing a measurable, outcome-focused curriculum in which the individual student can grow as a learner.

The specific abilities identified by our faculty as central to our approach to liberal arts and professional education are: Communication, Analysis, Problem Solving, Valuing in Decision-Making, Social Interaction, Developing a Global Perspective, Effective Citizenship, Aesthetic Engagement.

Alverno College is also in the midst of a major renovation project for one of its residence halls. Clare Hall, which houses sophomores, juniors, and seniors, will be renovated in the summer of 2008 with a scheduled opening for Fall 2008. The project calls for larger lounge and common area space, new furniture throughout the residential floors and an overall updated look. The rooms currently are and will continue to be large singles with a limited number of suites available.

Principal Responsibilities

Residence Hall Administration

- Respond to emergency situations, behavior concerns, and security issues
- Be attentive to needs in the hall and recommend housing policies/procedures
- Assist Assistant Director of Residence Life in supervision of Community Advisor staff through attendance at staff meetings, training, etc.
- Responsible with other Residence Life staff in training of student staff and leaders
- Facilitate mediation sessions with residents unable to resolve their conflicts
- Implement efforts to create a living environment where residents become active, take ownership for their environment, are held accountable for their behavior, respect the rights of others and learn to balance personal needs with the needs of the community

Programming

- Serve as liaison between Residence Life and Student Life in facilitation and implementation of programming for students and staff
- Work collaboratively with other Student Services departments in development of evening and weekend programming
- Work with Residence Life and Student Life staff in evaluation of current programming model

Leadership Development

- Collaborate with Director of Student Life on development of campus wide leadership program in an effort to assist in the building of student leaders
- Assist in training and development of student leaders, including but not limited to PAGE Board, Community Advisors, Residence Hall Association
- Co-advise Residence Hall Association
- Attend student and campus committee meetings and activities as appropriate, which may include evening and weekend hours

Communication

- Review, edit and publish the Parent Newsletter and the Residence Hall Handbook and assist with other publications
- Provide assistance in communication with students, faculty, and staff on newly renovated building
- Hold regularly scheduled office hours

Professional Development

- Remain updated on trends and issues related to residence life and student life.
- Maintain communication with other colleges, professional peers and professional organizations to remain current in areas of responsibility
- Adjustments may be made in responsibilities based on intern's desired area of development

Knowledge and Skills Required

- Appointment is contingent upon a completed Bachelor's Degree and acceptance into a graduate program in the greater Milwaukee area
- Must be enrolled in a minimum of six credit hours and may carry up to twelve credit hours per semester.
- Must be in good academic, judicial, and financial standing at Alverno College and at the institution of enrollment
- Must have experience living on campus or in a community living environment
- Demonstrates the ability to work in a team setting and work effectively with a variety of audiences and departments
- Demonstrates multicultural awareness and ability to work in diverse contexts
- Demonstrates ability to balance student needs in relation to department and college goals
- Demonstrates strong written and verbal communication skills

Knowledge and Skills Preferred

- Leadership role in the residence halls or programming environment
- Experience working with student leaders

Remuneration

- Nine-month, live-in position with the possibility of a limited summer appointment
- Room and board when residence hall is open and meals are in session. Intern can negotiate preference of higher meal plan or lower meal plan plus a stipend