



Davidson College
Residence Life Office

Residence Life Summer Intern Job Description

POSITION OVERVIEW: The Summer Intern is a live-on staff member who assists with the essential responsibilities of the Residence Life Office during the summer months. As a member of the professional staff team, the Summer Intern will co-supervise summer student leaders, assists with planning of a comprehensive August student leader training, and collaborates on numerous departmental initiatives.

DUTIES AND RESPONSIBILITIES:

- I. **Residential Education** – participate in overall management of Residence Life Office through leadership in departmental and divisional processes.
 - A. Assist in continued development of Residence Life Training for the Summer Student Leaders.
 - B. Assist in development of Peer Supervisor Training.
 - C. Assist the Assistant Director for Selection and Training in the development and coordination of Residence Life Leadership Training for RLO student leaders.
 - D. Assist with the research and development of Sophomore Programming.
 - E. Assist with assessment & application of data regarding the first-year experience.
 - F. Attend and participate in weekly Residence Life staff meetings and other meetings as necessary.
- II. **STAFF SUPERVISION** – Co-supervise 4-6 Summer Housing Student Leaders.
 - A. Provide opportunities for individual interaction with student leaders, including periodic open office hours or scheduled lunches with each staff leader.
 - B. Meet bi-weekly with the Summer Area Coordinator and student leaders to assess overall health of community, provide ongoing job training, coordinate programmatic activities for summer residents, and address questions or concerns.
 - C. Collaborate with summer student leaders to create a summer calendar of program opportunities for residents and oversee the execution of those programs.
 - D. Assist student leaders in responding to student issues, including roommate conflicts and physical, emotional, identity, or psychological concerns.
 - E. Directly oversee the student staff duty process. Advise or assist staff in responding to concerning incidents or potential policy violations in the residence hall.
- III. **Occupancy and Facilities Support** – provide support in the management of daily operations for residence hall designated for summer housing.
 - A. Serve as the primary lead on the maintenance and upkeep for residence halls and/or apartments in area.
 - B. Assist with housing operations such as room condition reports, key management, Catcard access, and room changes for summer residents.
 - C. Assist in move-in and move-out processes at the beginning, middle, and end of the summer.
 - D. Participate in the coordination and/or roommate placement process for incoming first-year students.
- IV. **COLLABORATIVE PROJECTS** – Arrangements may be made by the Assistant Director with approval from the Associate Director of Residence Life and the collaborative office based on the Intern's area of interest.

QUALIFICATIONS:

1. Current enrollment in a master's degree program in Higher Education, Student Personnel, Counseling, or related field required.
2. Event planning and management experience preferred.
3. Exceptional organization, communication, and counseling skills.
4. Experience in student development, or related field.
5. Professional manner/demeanor; positive image and tidy appearance.
6. Willingness to work with a team and accept various levels of responsibility.
7. Creativity and a desire to become incorporated into the College community and activities.

COMPENSATION:

30 hours per week. \$450/week stipend. Compensation includes a furnished college apartment including full utilities, wi-fi and cable; parking permit; access to two on-campus gyms and Lake Campus. The Summer Intern is permitted to have a pet.

POSITION TERM:

Position begins Tuesday, June 1, 2021 through Monday, August 6, 2021.

APPLICATION PROCESS:

Please submit cover letters and resumes by 5:00 PM, Wednesday, April 28th, 2021 to Sarah Taylor, Assistant Director for Selection and Training via email at sataylor@davidson.edu.

Work Environment:

The Residence Life Office at Davidson College consists of a team of competent professionals who are committed to student learning and care about students and each other. The staff includes an Associate Dean/Director, Associate Director, Assistant Director, Housing Operations Coordinator, Facilities and Budget Coordinator, three Area Coordinators, an Office Manager, and roughly 65 student staff members. The Summer Intern position reports to the Assistant Director of Residence Life and is an integral part of the RLO team called upon to assist in all areas of the program. Hours are non-traditional and weekend work is required.

The College:

Founded by Presbyterians in 1837, Davidson College is a private, coeducational, selective liberal arts college with an enrollment of 1,950 students and a four-year on-campus residency requirement. Admission is highly selective, focusing on the challenge of the high school curriculum. The first-year to sophomore retention rate is 96% and the five-year graduation is 94.8%. Students of Color make up 31% of the student body. About 65% of Davidson students are affiliated with a fraternity, sorority, or a women's eating house (local sorority). Davidson College's has an Honor Code which serves as a central philosophy to campus life, ensuring academic integrity and providing the foundation for the open environment in which Davidson students live and study. Nearly one quarter of Davidson students compete in Division I athletics and 80% of Davidson students study or work internationally during their Davidson career. Davidson College uses a need-blind admission process and a commitment to meet 100% of demonstrated financial need of accepted students through a combination of grants and campus employment without relying on loans to sustain a diverse academic community. The campus is 450 acres with 61 buildings (18 residence halls), plus 106 acres on Lake Norman offering water sports.

The Area:

Davidson is located 20 miles north of Charlotte, North Carolina on Lake Norman. The town has a small-town atmosphere, and larger towns are within a few minutes' drive. The area is very accessible to nearby attractions (Blue Ridge Mountains, 3 hours; Research Triangle, 2 hours; Atlantic Ocean, 4 hours).

Davidson is strongly committed to achieving excellence and cultural diversity and welcomes applications from women, members of minority groups, and others who would bring additional dimensions to the college's mission.

Last updated: 4/1/2021