

Frostburg State University
Office of Residence Life
Residence Life Internship Description 2017-2018



One University. A World of Experiences.

In accepting the position of Residence Life Interns (RLI), the appointee should be aware the Residence Life Office has expectations that accompany such a responsible position. It is essential that the appointee reads and understands the terms of this agreement *prior* to signing. This agreement is for one full academic year. Exceptions must be requested in writing to the Associate Director of Residence Life.

Terms and Conditions of the Contract

- The term of appointment as a Residence Life Internship (RLI) shall be from August 7, 2017 through May 24, 2018. This constitutes an academic year commitment for the RLI position, including training. At the discretion of the Director of Residence Life, the contract may be extended for one additional academic year.
- RLIs are expected to abide by policies as stated in the Residence Hall Guide and the Policy Statement Handbook. Residence Life Interns are expected to have read the Residence Life Staff Manual and the “Terms and Conditions of the Housing Contract,” and to be familiar with the content of these documents. ***Any RLI who violates University policy can expect to be terminated from the position.***
- Residence Life Interns are expected to maintain professional relationships and boundaries with all student staff members and residents within their assigned hall. Should this expectation be challenged, immediate communication must be initiated with their respective Area Coordinator.
- The Residence Life Office reserves the right to make any changes to room and hall assignments.
- The State of Maryland shall withhold taxes and employee Social Security contributions, as required by law, unless exempt status prevails.

Remuneration

- A furnished 1-bedroom apartment during the contract period
- A meal plan when the dining hall is open
- A \$14,800 stipend per year

Administrative Responsibilities & Job Functions

- RLIs are expected to complete all assignments in a timely manner.
- RLIs will serve as the advisor for Hall Council in support of the Residence Hall Association
- RLIs are required to attend weekly staff meetings, regularly scheduled one-on one supervision meetings, and periodic in-service training sessions throughout the year
- RLIs will be expected to participate in significant RLO processes, including but not limited to staff selection and student housing registration.
- The RLIs, individually and as a staff, must maintain a constant flow of communication from residents and Resident Assistants to their supervisors, and from their supervisors to the Resident Assistants and the residents. Any potential problems or questions should be discussed in advance with their supervisor.
- RLIs will be expected to designate and keep ten hours of office time per week in their assigned residence hall, five hours of time in the Residence Life Office and a minimum of ten hours interacting with the residents of their building. Hall office time will be utilized for Administrative Hearings, meeting time with staff and students, and general availability to the residents. Time in the Residence Life Office will be utilized for the completion of other assignments and assistance with other administrative functions.

- RLI's are expected to assist in the retention of residents on campus. This will include meeting with residents who receive academic warnings or demonstrate concerning behavior on campus.
- RLI's will be assigned to represent the Residence Life Office in one campus-wide committee that is aimed at improving student well-being and overall campus experience.
- RLI's will be expected to assist in hall security efforts; this may include, but is not limited to supervising staff and conducting rounds of the buildings.
- RLI's must be especially careful with the appropriate use of the building master key, release key, and hall office key; loss or misuse may result in termination from the position.
- RLI's will be assigned various projects and oversee a key function area, including department committee supervision, to enhance the University and department strategic plan.
- RLI's will serve as a Peer Mentor, in conjunction with the Area Coordinator, to any graduate or undergraduate student considering entrance into the field of Student Affairs
- RLI's will be assigned to a 10-hour a week secondary role within the Student Educational Services division. This assignment will provide mutual supervision to both enhance the intern and serve a partner department with additional staffing.
- RLI's will oversee assessment efforts (EBI, Training, Resident Satisfaction, etc.) by the Residence Life Office and report on findings to the entire department.
- RLI's may be asked to assist in other duties as assigned that are relevant to the Residence Life Internship position.

Duty Responsibilities & Availability

- RLI's are expected to be on duty on specified weeknights and weekends, and to be reasonably available at other times when not on duty. During duty times the RLI must carry a work cell phone & is expected to stay within the Frostburg area to be immediately available for response.
- RLI's are expected to be available for their residents throughout the weekday and the weekend; therefore the number of weekends a person may be away from campus is limited to one weekend a month. It is expected that ½ of the supervisor staff be available at any given weekend. Time away from campus must be scheduled in advance with the appropriate supervisor.
- RLI's will need to be available to return prior to the opening of the residence halls. During the closing of the residence halls for shut down periods (e.g. Thanksgiving, semester break, spring break, and the end of the year), RLI's are required to be available until the hall closing process is complete. A rotation amongst RLI's will provide coverage during breaks (Thanksgiving, Winter, Spring) to assist students remaining on campus throughout the year.
- RLI's are required to be on campus during peak weekends and during exam weeks.