Frostburg State University
Office of Residence Life
Residence Life Internship Description 2016-2017

Terms and Conditions of the Contract

- The term of appointment as a Residence Life Internship (RLI) shall be from August 8, 2016 through May 29, 2017. 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.

Administrative Responsibilities & Job Functions

- 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 and are expected to participate in significant RLO processes: such as staff selection and student housing registration
- 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.
- RLIs 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.
- RLIs 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.
- RLIs will be assigned various projects and oversee a key function area, including department committee supervision, to enhance the University and department strategic plan.
- RLIs 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
- RLIs 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.
- RLIs will oversee assessment efforts (EBI, Training, Resident Satisfaction, etc.) by the Residence Life Office and report on findings to the entire department.
- RLIs may be asked to assist in other duties as assigned that are relevant to the Residence Life Internship position.
Duty Responsibilities & Availability

- RLIs 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.

- RLIs 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.

- RLIs 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), RLIs are required to be available until the hall closing process is complete. A rotation amongst RLIs will provide coverage during breaks (Thanksgiving, Winter, Spring) to assist students remaining on campus throughout the year.

- RLIs are required to be on campus during peak weekends and during exam weeks.