Mission Statement:
Colorado School of Mines Department of Residence Life is dedicated to student success through a superior living and learning experience that recognizes the unique challenges and opportunities our students face in their Oredigger experience. Our staff is committed to providing intentional learning through quality services and facilities, student support, as well as a safe, secure, and academically-focused environment. We believe campus living, in collaboration with the Mines community, fosters personal growth and development, encouraging students to become critical thinkers and civically engaged leaders in a diverse global community.

Internship Goal:
Mines Department of Residence Life seeks to provide two ACUHO-I Interns (one primarily focused on Housing Operations and one primarily focused on Residential Education) with an opportunity to gain knowledge through experiential learning working at a small public institution. We encourage professional development, engagement with other institutions, and cross-campus collaborations. Both interns will be supervised by a Residence Life Professional Staff Member, increasing the direct contact and intentional development of the individuals.

Responsibilities:
Responsibilities are broken down into housing operations, residential education, and responsibilities of both positions. However, we are working to create collaborative internship experiences that may cross these boundaries based on an individual’s prior knowledge or desired experiences.

Responsibilities of the Housing Operations intern may include, but are not limited to, the following:

- Supervision of various Housing Operations student staff members
- Become familiar with StarRez Housing Occupancy software and assist with the housing sign-up process for incoming students
- Coordinate logistics of the Residence Hall move-in for a campus of ~1,100 students
- Coordinate with outside vendors for the Campus Move-In process
- Coordinate with Conference Services to coordinate summer turns and impact on halls
- Create a residence hall audit process under the direction of the Assistant Director of Housing Operations (ADHO) using APPA and ACUHO-I standards to aid in capital project planning for furniture, fixtures and equipment replacement/repair cycles
- Attend regular meetings with staff from Facilities Management and Conference Services to ensure residence hall facilities are being maintained during the summer months and are being prepared for the academic year
- Assist in developing a renovation plan for Mines Park Apartments with the Residence Life Coordinator of Mines Park and the ADHO
- Assist in accomplishing departmental goals and strategies based on personal passion and/or past experience. These can include developing web design, social media or marketing initiatives, or digital signage
Responsibilities of the Residential Education intern may include, but are not limited to, the following:

- Supervision of Resident Assistant summer staff
- Assist with Student Staff training and staff development planning throughout summer. This can include attending the off-campus Senior Staff Retreat and developing professional presentations
- Assist with coordination and training of Resident Assistant staff
- Assist in the development of the Theme Learning Community Pre-Orientation Program
- Assist with the revision of the Residence Hall Handbook
- Assist with check-in/check-out procedures for summer school students living in the residence halls
- Assist in accomplishing departmental goals and strategies based on personal passion and/or past experience. These can include developing campus wellness programs, program creation, diversity and social justice activism, or alcohol & other drug substance abuse education for students

Responsibilities of both positions may include, but are not limited to, the following:

- Hold open office hours for student assistance
- Assist with departmental assessment under the direction of the Residence Life leadership team
- Collaborate with Residence Life team to have professional development opportunities
- Opportunity to meet with a variety of Student Affairs professionals at Mines and at nearby campuses
- Other duties as assigned

Application Information:
Submit cover letter, resume, and contact information for 3 professional references by Wednesday, January 13, 2016, to the ACUHO-I Internship listing.

Minimum Qualifications and Experiences:
A Bachelor’s degree and an interest in the field of university student housing are required of the Intern. Preference will be given to students currently enrolled in a Higher Education/Student Affairs master’s program (or similar) and to those with an interest in learning about residential programs and operations. The Intern position is considered a security sensitive position and the successful applicant will be subject to a post-offer pre-employment background check. All candidates will be required to submit academic transcripts to verify educational status. The Residence Life Interns must be committed to working within an innovative environment that is focused on the education of individuals and groups of college students within a residential setting through the development of cohesive learning communities.

Other requirements include:
- Must be a currently enrolled student at the graduate school level of education
- Must have a GPA of 2.5 or above and be in good academic standing
- Flexible summer schedule with limited outside commitments
- Knowledge of crisis intervention techniques and ability to react calmly and effectively in emergency situations
- Skill in the planning, evaluation, and implementation of student development programs
- Skill in organizing resources and establishing priorities
- Excellent oral and written communication skills, critical thinking and creative problem solving skills, strong administrative skills, a positive attitude, and the capacity to function well autonomously
- Highly motivated and proactive to assist in various areas that include both Residence Life and Housing Operations

Employment Term:
Dates are negotiable. Internship duration from start to end may not exceed 89 days. We have a strong preference for candidates who are able to stay through move-in, occurring on August 19. Interns are anticipated to work approximately 30 hours per week.

Compensation:
Monthly compensation: $750-1,000, based on experience and education. Paychecks are distributed monthly on
the last business day of the month. As part of formal compensation, room will be provided on the Mines campus,
and board will be provided whenever campus dining is open. Interns must live and eat on campus. A parking
pass and a Recreation Center membership are available for the intern to purchase upon arrival.