

# UNIVERSITY OF CALIFORNIA SAN DIEGO

## REVELLE COLLEGE

### RESIDENCE LIFE PROGRAM INTERN

#### JOB DESCRIPTION

2020-2021

(Updated 10/15/2019)

The Residence Life Program Intern (RLPI) position is a registered full-time student who lives and interacts with their peers in a Residence Hall community. The RLPI is a member of the Residence Life staff and actively participates in the development of a comprehensive Residence Life program. The RLPI is appointed for a specific academic year. Reappointment is contingent upon favorable review by supervisor, successful job performance, requisite academic progress, and the on-going needs of the overall Revelle College Residence Life department.

The RLPI position, due to its live-in nature, requires willingness to be on call at any time of the day or night in order to meet students' needs as they arise, even in times of emergency when the campus may close for extended periods of time. The RLPI will function as a resource and peer advisor to Resident Assistants. Therefore, availability, consistency, and interpersonal skills are of the utmost importance.

The RLPI is expected to serve as a role model and abide by all University and Residence Life policies. As a role model and a mentor, the RLPI is further fulfilling the University's mission for education and service as well as maintaining good academic standing and continuing full-time student status. RLPI responsibilities are as follows:

#### ROLE MODEL

It is essential that a Residence Life Program Intern possess the knowledge, skills, and abilities to serve as a role model to the community. The Residence Life Program Intern will:

1. Maintain good academic standing (obtain a minimum 2.50 quarterly Grade Point Average and a minimum 2.50 cumulative Grade Point Average) and make solid academic progress toward graduation as a full time student (a minimum of 12 undergraduate). After one quarter of failure to meet academic performance standards, the Residence Life Program Intern will be placed on job probation. Two consecutive quarters of poor academic performance may affect continued employment status.
2. Abide by and enforce all University, Housing, Dining, and Hospitality, and Residence Life policies and the UCSD Student Code of Conduct.
3. Communicate with all residents and staff members in an open, supportive, and constructive manner.
4. Promote a living/learning atmosphere that enhances education and is supportive of the exchange of diverse ideas and experiences.
5. Maintain objectivity and privacy in all sensitive matters and with student information.
6. Build and maintain a relationship of trust and mutual support with other Residence Life student staff members.
7. Maintain a cooperative team environment and positive attitude within the Residence Life staff and the Revelle residential community.

#### STAFF AND RESIDENT COMMUNICATION

Communication and interaction between Residence Life Staff as well as with all residents is vital to a healthy team relationship and a viable and supportive residential community. The Residence Life Program Intern will:

1. Report to their supervisor on all aspects of the Residence Life Program Intern's work. The Residence Life Program Intern and their supervisor shall have formal and informal meetings, evaluation, and communication on a regular basis. The Residence Life Program Intern is additionally required to check their staff mailbox and read e-mail daily.
2. Assist the professional staff in selecting and training the Resident Assistants during Fall Training, RA recruitment and selection process in Winter quarter, and the Spring Quarter training session.
3. Coordinate the End of the Year dinner.
4. Interact professionally with internal and external campus resources and vendors.
5. Assist and support staff as needed and actively support and contribute to the staff team.
6. Maintain a cooperative team environment and positive attitude.
7. Be available, visible, and approachable.
8. Attend and participate in weekly student staff meetings (Tuesdays 7-10pm).
9. Be open and responsive to constructive feedback and opinions from their supervisor and other staff members, and provide constructive feedback when appropriate.

## **PROGRAMMING**

The Revelle Residence Life staff is committed to providing services that enhance the residential living/learning environment. Residence Life Staff are expected to provide residents with a variety of educational, cultural, social, and recreational programs. The objective is to help create and maintain a friendly environment that encourages cooperation, personal growth, and academic achievement within the residential community. The key goals of programming are education, community building, and encouraging peer interaction. The Residence Life Program Intern will:

1. Promote a living/learning community that enhances education in and out of the classroom.
2. Be a resource for the Resident Assistants to aid them in initiating, developing, and facilitating educational and community building programs to enhance student awareness and development.
3. Respond to all program proposals submitted by resident assistants with feedback and approval.
4. Provide RA staff with information on activities happening on the UCSD campus and in the Revelle community.
5. Collaborate with other groups who also organize residential programs, primarily the Revelle Hall Association (RHA).
6. Utilize personnel and resources available through Revelle College, RHA, the UCSD community, and the San Diego area.
7. Support required programs in the Residence Halls and Revelle Apartments.
8. File all required paperwork in a timely manner.
9. Assist in developing effective and comprehensive advertising for Residence Life.
10. Coordinate Revelle College's submission of monthly nominations for National Residence Hall Honorary's "Of the Month" (OTM) awards and annual nominations for UC San Diego's Rezzies awards.
11. Submit one OTM nomination each month.

## **STUDENT SUCCESS**

The Residence Life Program Intern will:

1. Work closely with the full time Assistant Director of Residence Life (ADRL) and the Program Assistant in all aspects of overseeing the Revelle Sophomore Success program.
2. Assist with the development, analysis, implementation, and evaluation of the Sophomore Success program.
3. Plan programs geared toward the sophomore residents around areas of leadership development, professional development, personal development, academic success, and community engagement.
4. Assist with marketing to recruit incoming sophomore students to the program.
5. Assist the ADRL in training the Keeling resident assistants about the needs of sophomore students and program preparation.
6. Create and provide a weekly newsletter to distribute to the sophomore students about workshops, events, and campus resources.

## **DISCIPLINE, POLICIES AND PROCEDURES**

The Revelle Residence Life staff is committed to providing an educational and developmental residential community. The Residence Life Program Intern must be a role model within the UCSD residential system and adhere to these policies and procedures at all times. Violation can be grounds for immediate dismissal. The Residence Life Program Intern will:

1. Gain understanding and knowledge of the Policies and Procedures of Revelle Residence Life, the Housing Contract, and the UCSD Student Code of Conduct.
2. Inform residents of policies and procedures.
3. Address discipline or behavioral problems and file incident reports or documentation in a timely manner (within 24 hours). Maintain objectivity and strict confidentiality regarding disciplinary issues.
4. Conduct follow-up as needed or per instructions of supervisor(s).

## **AVAILABILITY**

The Residence Life Program Intern will:

1. Be visible, available, and approachable to residents and Resident Assistants. This also means being in one's apartment on a daily and regular basis (several hours per day not including sleeping time) as well as being visible, available, and approachable to Resident Assistants.
2. Attend all of Spring RA training in Spring quarter 2020 (April 2020) and Fall RA Training. Move-in for Fall RA Training will be on Sunday, August 30, 2020. Training begins on Monday, August 31, 2020. Staff will be required to perform administrative duties in preparation for opening, Welcome Week, and early move-ins. Meals will be provided during Fall training.
3. Not enroll in the 2020 second summer session without prior approval of the Director of Residence Life.
4. Remain after each quarter to assist with completion of all administrative tasks related to closings and check-out procedures. Extra time, effort, and commitment is required during openings/closings, vacations/breaks, and other peak times.
5. Attend all required and scheduled RA training sessions, retreats, and activities throughout the academic year, including but not limited to Welcome Week events, Fall Convocation, Winter Retreat (at the beginning of the Winter 2021 Quarter), Triton Day, and Spirit Night, unless providing duty coverage.
6. Work on-call duties as scheduled, including weekdays and weekends. Be available during emergency situations and other times as requested or scheduled.
7. Notify their supervisor when gone overnight or for weekends.

8. Consider the Residence Life Program Intern position as their primary job. Second jobs, part-time work, and involvement in outside activities are permissible only so long as they do not interfere with time, availability, and the efficiency of the Residence Life Program Intern.
9. Enroll in no more than 16 undergraduate credit hours per academic quarter without prior approval from the Residence Life Program Intern's direct supervisor.

## **PEER COUNSELING**

The Residence Life Program Intern will:

1. Be available to residents and Resident Assistants on a regular basis and provide one-on-one peer-counseling with residents and Resident Assistants as necessary.
2. Build and maintain a relationship of trust with individual Resident Assistants. Maintain objectivity and privacy as appropriate.
3. Be familiar with campus and community resources. Use appropriate referral procedures (as outlined in training).

Campus Security Authority (CSA) Responsibilities:

This position has been identified as a Campus Security Authority pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and requires immediate reporting of Clery Act crimes occurring on Clery Act geography to the UC San Diego Police Department (UCPD). It is the responsibility of the CSA to ensure they obtain proper training in order to fulfill their reporting responsibilities as required by the Clery Act and University policy, and to complete and submit the required reports to the UCPD without delay.

## **ADMINISTRATION/MANAGEMENT OF FACILITIES**

The Residence Life Program Intern will:

1. Assist professional staff with administrative work. Complete assigned administrative tasks and paperwork within designated timelines.
2. Assist with specific portions of the Fall RA Training (meals, team builders, specific sessions, door decorations, etc.)
3. Report damage and maintenance problems and follow-up when appropriate.
4. Serve as a liaison between residents and Revelle College administrative staff.
5. Know and enforce fire safety procedures and regulations.
6. Assist with conducting safety drills and/or safety programs.
7. Establish positive working relationships with Residence Life office staff; Residential Security Officers; University Police; other campus personnel and departments; as well as Housing maintenance, grounds, and custodial crews.
8. Review, track, and provide feedback to all Resident Assistant program proposals at least three times a week.
9. Create quarter in review reports on tasks accomplished.
10. Report and document follow up on safety violations, security issues, building damages, and maintenance problems.
11. Be prompt in attending all required meetings and duties.
12. Perform extra areas of responsibility and duties as otherwise assigned by supervisor.

## **QUALIFICATIONS**

1. Previous experience as a Resident Assistant at UCSD with preference to Revelle Residence Life experience.
2. Full time UCSD student status (12 undergraduate).
3. All Residence Life Program Intern candidates are required to have a minimum cumulative Grade Point Average of 2.50 and a minimum 2.50 quarterly Grade Point Average in the previous quarter in order to apply for the position.

## **COMPENSATION**

Residing in the Revelle College residential facilities as assigned is required.

1. A single person apartment with amenities (located in a Fleet residence hall) and board (meal plan/Triton Cash). Triton Cash funds will be made available for use beginning September 2020 and will be issued in three (3) equal installments at the start of each academic quarter.
2. The apartment will be provided beginning August 30, 2020 and ending on Sunday, June 13, 2021.
3. Compensation package is subject to change in the event of any changes to the University Housing contract; candidates will be notified of any changes prior to signing any employment agreements.
4. Individuals who resign or are terminated prior to the end of their contract period will be expected to pay back any meal plan benefits that exceed the average pro-rated daily balance which applies to their actual period of employment. Any amount spent over that dollar amount must be remitted to the Residence Life Office.

**NOTE:** In periods of high occupancy or overflow, the Residence Life Program Intern may temporarily be assigned an additional roommate and compensation packages may be adjusted to reflect this.