

**Office/Department:** Office of Residence Life – Student Learning Initiatives

**Director:** Kevin Meaney

**Mission Statement:** The Office of Residence Life is committed to designing and maintaining a caring environment that encourages academic success, respect, personal growth and responsibility to one's community. The Student Learning Initiatives Resource Center is committed to furthering the mission of Residence Life by providing support and resources for residential educations and involvement to Residence Life staff and students, while encouraging a positive college experience.

**Functional areas included in this office/department:** Business Operations, Housing Services, Community Development, and Student Learning Initiatives.

**1. Students who participate in this experience will gain understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:**

- Assist with the operational implementation of Student Learning Initiatives Resource Center, a multipurpose facility that provides support and educational materials for Residence Life hall staff.
- Directly supervise 8-10 Program Advisers (PAs), student staff members who staff the SLI Resource Center
- Plan and run weekly staff meetings and bi-weekly one on ones for all staff members
- Write and present performance evaluations for each staff member
- Plan and implement PA staff training with Student Learning Initiatives (SLI) Coordinator
- Learn, support, and implement the Residence Life residential curriculum
- Learn techniques for working with Resident Advisers, Hall Directors, PAs, and other volunteers
- Manage multiple projects and develop organizational subsystems
- Create or improve programs related to specific issues or populations
- Create marketing strategies for publicizing programs and events
- Learn payroll and scheduling process
- Assist with the organization, planning, and execution of department-wide programming
- Be involved in all SLI sponsored projects
- Attendance at departmental and divisional meetings as appropriate
- Other relevant duties as assigned

**2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:**

- Self- Authorship Theory and Learning Partnership Models (Baxter Magolda, King)
- Transition Theory (Nancy Schlossberg)
- Identity Development Theories: (Racial, White, Minority, Sexual, Gender, Ability, Religious, Social Class, Multiple)
- Cognitive Developmental Theories: (Kohlberg, Belenky, Gilligan)
- Counseling Theories: (Reality Therapy, Person-Centered Therapy, Existentialist)
- "Involvement Theory" (Astin)

**3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**

- Program evaluation principles
- Learning goal and learning outcome development
- Semester evaluation of student staff
- Assess and develop on-going staff training

**4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**

- Weekly supervisory meetings
- Midterm evaluation to occur no later than January of that academic year
- Final evaluation to occur no later than May 5 of that academic year

**5. Specific expectations of students assigned to this site include:**

- Desire to try new ideas, be creative and have fun.
- Patience, customer service skills, and organization skills—this is a very active environment!
- Support mission and activities of SLI and the Office of Residence Life
- Perform designated tasks in a timely, organized and professional manner
- Participate in training during late July/August
- Participate in student staff selection
- Work with other departments and offices in the development of programs
- Meet weekly with supervisor
- Communicate consistently and honestly
- Flexibility in an active environment working with student staff
- Maintain a positive attitude about job responsibilities

**Please Note:** This assistantship has an additional option to work in a paid intern position during the summer prior to the start of the assistantship. Housing will be provided during the summer internship. Please inquire with the assistantship contact person for more information.

**Contact Person**

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