Summer Undergraduate Intern
Residential Life and
Rochester Center for Community Leadership
Job Description

I. General Responsibilities

The undergraduate intern for Residential Life and the Rochester Center for Community Leadership (RCCL) works out of the RCCL center and will assist in both leadership work for the Center as well as for residential life. RCCL’s purpose is to develop, coordinate, and promote a variety of programs to connect college students to their community and to encourage them to become engaged citizens and leaders during their college years and in the future. Throughout the summer, the Intern will report to the Graduate Assistant. The intern will be expected to work 10 hours per week.

II. Specific Responsibilities

1. Attend weekly RCCL meetings and bi-weekly leadership meetings.
2. Attend the RCCL retreat.
3. Participate in the planning of residential life based leadership programs including hall council and non-greek special interest group.
4. Attend leadership meetings including those related to the Rising Leader Program.
5. Assume responsibility for planning the First Year Leadership Engagement Program (Slingshot to Success) including obtaining pictures, working on a brochure, identifying training needs, structuring the day, ordering t-shirts and working with orientation regarding advertising.
6. Other duties as assigned.

III. Benefits

- Opportunity to be actively engaged in leadership pursuits
- 10 hours per week
- Schedule can be flexible
- Compensation: placement in a double room

IV. Reporting Relationship

The Intern reports to the Graduate Assistant.

V. Application Procedure

Applications are available at http://goo.gl/forms/NM0QMuj59i

Resumes to be electronically submitted to Ed Feldman at ed.feldman@rochester.edu. Email questions to ed.feldman@rochester.edu.

Resume and application due by April 2, 2015 but will be accepted until position is filled.