

Graduate Assistant / Hall Director for Stevens Pre-College Programs

Office of Pre-College Programs

Stevens Institute of Technology

Hoboken, NJ

General Information

- **Dates of Internship:** 05/20/19 – 08/09/19
- Intern will work 40 hours per week with 2 days off per work week. Willingness and availability to work evenings and weekends is a must
- The Office of Pre-College Programs upholds the mission and values of Stevens Institute of Technology while assisting participants in finding their inspiration in STEAM or Business education. Our team provides high school students with academic and social enrichment programs so that participants can experience a collegiate atmosphere first-hand. We strive to foster a supportive community where students, faculty, and staff may explore their skills and interests in a productive manner. Our goal is to increase diversity and to provide access for underrepresented groups in STEAM education. Pre-College allows high school students to test-drive the college experience by taking non-credit courses with Stevens faculty and living in the residence halls.

Position Information

- **Position Requirements:**
 - Bachelor's degree and (Pursing MEd-HEA strongly preferred)
 - 1-2+ years of experience within residential / student programming or related field
- **Job Description:** Stevens Institute of Technology, a leading national research university located in Hoboken, NJ, seeks two innovative and organized Graduate Assistant Hall Directors for the Office of Pre-College Programs. Reporting to the Director of Pre-College Programs, the Hall Director's will be responsible providing a safe and engaging on-campus living experience for 700 high school students attending a Pre-College Program. In addition, the Hall Directors will also oversee all resident assistants and assist in the supervision of the counselors. Typical duties include managing evening and overnight supervision of participants, on-call duty management, staff supervision and training, individual and group advisement, development of campus activities, assisting in the check in/check out process, and facility management.
- Hall Director positions are live-in positions in coeducational residential communities. Appointments are for 3-4 months in length (May through the beginning of August).
- **Work Schedule:** *May – mid-June: 9am – 5pm; mid-June – August evenings, overnights, and weekend. Overnights will be rotated. On-call from 5pm – 9am during overnight hours. There are no programs offered the week of 4th of July so interns are encouraged to take vacation during this week. Additional vacation time will not be granted unless approval is given before the internship begins.*

▪ **Essential Functions:**

- Facilitate check-in/check-outs each week for all pre-college staff and participants; work closely with Residence Life administration
- Manage the roommate pairing and key distribution process
- Supervise all resident assistants (17) and assist in the supervision of counselors (26). Act as main point of contact for student staff in cases of emergency, disciplinary issues pertaining to the participants, and any other issues that come up within the living communities
- Supervise and chaperone off-campus trips and activities
- Work with student staff to plan evening campus events for all program participants; lead weekend events
- Be an essential part of training for all student staff
- Be an active participant and contributor to office social media accounts
- Assist in program-wide assessment initiatives which may include entering and analyzing data
- Become knowledgeable of our summer programs and assist with answering phone calls, emails and inquiries
- Be a fill-in for office staff when necessary
- Uphold the highest level of customer service when working with participants, parent/families, staff, and faculty.
- Maintain excellent communication between all pre-college full-time staff and be able to communicate effectively to student staff members.
- Other duties as assigned

▪ **Knowledge, Skills, and Abilities:**

- The ideal candidate should have excellent written and interpersonal skills, the ability to take initiative in all situations, and the capacity to absorb detail and multitask is essential. A commitment to the educational and social goals of the programs is necessary. Excellent time management skills are required to meet deadlines and changing priorities, while maintaining the highest levels of customer service and level of detail. Prior experience working in a college residential community or camps is preferred.

Benefits

- **Remuneration:** Estimated Stipend: \$8,000 (based off of a 13-week, 40 hours per week, work week). Actual stipend amounts will be determined once a start/end date is decided upon with each individual intern.
- **Room & Board Details:** Interns will be provided with housing in one of our on campus residence halls and provided with \$65 DuckBills per week to eat meals at our dining hall, 4 on campus cafes, or over 20 participating restaurants in Hoboken.
- **Other Benefits Offered:** Computer Access, Recreation Center Use, Campus Email Address

Institution Information

- **Institutional Characteristics:** 4 Year Private, Co-ed
- **Total Enrollment:** 3,115 Undergraduate, 3,623 Graduate

- **Institution Location:** Stevens Institute of Technology is a 55 acre national research university located in Hoboken, NJ on the Hudson River overlooking the New York City skyline and approximately 15 minutes by bus, train or ferry to NYC. Nicknamed the Mile Square City for its compact size, Hoboken offers an urban lifestyle with a small town community feel. With a long history in engineering, science and technology, Stevens Institute proudly supports STEAM education and aims to inspire nurture and educate leaders in tomorrow's technology-centric world and contribute to the solution of the most challenging problems of our time.

Contact Information

Please submit a cover letter, resume and list of 3 professional references to:

- **Contact Name:** Seth Moncrease
- **Contact Title:** Director of Pre-College Programs
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- **Email Address:** smoncrea@stevens.edu
- **Website:** <https://www.stevens.edu/admissions/pre-college-programs>