



University:	California State Polytechnic University Pomona (Cal Poly Pomona)
Department:	University Housing Services
Position Title:	Residence Life Intern
Job Summary:	<p>The primary purpose of the Residence Life Intern is to provide a holistic on campus living experience for students and student staff within their assigned residential community.</p> <p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Oversight of a residential community of approximately 150 students • Supervision of 5-10 Student Leaders (RAs and Front Desk Attendants) • Implementation of College Theme Community Programming Model • Adjudication of student conduct cases • Advising of Community Council • Server on various department committees • Design & implement training and development programs for student leaders • Plan & implement large scale program initiatives • Assist with the recruitment & selection student leaders • Facilitate weekly staff meetings & one on one meetings with student leaders
Preferred Qualifications:	Experience with on-campus living environments (as a Resident Advisor, Hall Council Officer, a resident living on campus)
Appointment Duration:	1 year commitment, renewable for a second year dependent on performance
Hours:	<p>Average commitment is 20 hrs/week when classes are in session</p> <p>Hours may increase to 40 hrs/week during training and break periods (July 29, 2021-August 18, 2021 & January 10, 2022 – January 22, 2022)</p> <p>Some weekend and evening commitments will be required</p>
Work Schedule:	<p>Work schedule is adaptable based on what commitments the RLI has that week.</p> <p>RLIs schedule office hours for 3 hours each workday during regular business hours (M-F 9a-5p)</p> <p>Additional 5 hours is held for after hours or weekend events/meetings the RLI may be asked to attend (specific times vary)</p>
Pay Rate:	<p>On campus housing in a suite style residence hall. RLI will have their own room, but will share bathroom, kitchen, and living room space with another GA or CPP student leader</p> <p>On campus meal plan when dining center is open (Dining center is closed during winter break and summer periods)</p> <p>Stipend of \$3,500 for 2021-2022 academic year</p>
Start date:	RLIs will move into their assigned space July 18, 2021



	Fall Training is July 19, 2021 – August 18, 2021 (commitment is 30-40 per week)
Supervisor Name and Contact Information:	<p>RLIs are supervised by the Senior Coordinator for Residential Education & Leadership and 1 Area Coordinator.</p> <p>John Buchanan, Senior Coordinator for Residential Education & Leadership, jrbuchanan@cpp.edu, 909-869-3324</p> <p>Current Area coordinator names unavailable due to mid hiring process</p>