**UC San Diego Housing\*Dining\*Hospitality**

**The Village @ Torrey Pines Residential Life**

**San Diego State University Graduate Internship/Assistantship Position Description**

***POSITION DESCRIPTION***

JOB TITLE: Residential Life Graduate Intern

DEPARTMENT: Housing\*Dining\*Hospitality, The Village @ Torrey Pines

SUPERVISOR: Manager of Residential Experience/Assistant Resident Dean

THE VILLAGE AT TORREY PINES DESCRIPTION

The Village at Torrey Pines, the first on-campus housing for transfer students, is a community of apartments and retail spaces designed especially for transfer students. The neighborhood consists of Village West and East, a total of 13 buildings, two of which are high rises with incredible ocean views. The community consists of 2000 undergraduate students, 28 resident assistants and 4 masters level professional staff.

RESIDENTIAL LIFE AT THE VILLAGE

Residential life integrates the academic mission of UC San Diego and the mission of Housing\*Dining\*Hospitality to create a holistic and well-rounded experience for incoming transfer students at the village. As a result of the efforts of residential life staff, students feel a sense of belonging, are able to integrate to the campus climate more effectively and enjoy their experience living on campus.

Residential life provides the following programs and services:

* Leadership and other involvement activities (e.g., Village in Programming Student Group, Resident Assistants)
* Community-building programs that create a sense of belonging to the campus
* An educationally deliberate Residential Life program
* Academic support through the use of peer academic mentors
* Programming for transfer and continuing students
* Personal counseling and crisis management services

EDUCATIONAL OBJECTIVES

The Residential Life Graduate Intern, under direct supervision of the Manager of Residential Experience and/or Assistant Residence Dean, will work with programming and academic initiatives as assigned. The Residential Life Graduate Intern will be evaluated once during the semester for the purpose of providing feedback on observed growth and learning. The Residential Life Graduate Intern will have the opportunity to develop the following leadership skills: program/event planning, communication skills, supervision skills, time management, etc.

DUTIES AND RESPONSIBILITIES

* Assist professional staff in recruitment, training and supervising of peer mentors
* Create and facilitate academic support workshops for incoming transfer students
* Support/participate in programs planned by peer mentors
* Hold regular office hours in residential life office to provide support to peer mentor staff (hours to be determined with supervisor)
* Advise and assist peer mentors in assessing the academic needs of residents in The Village and in planning programs or community activities to meet those needs
* Coordinate specific tasks and projects related to transfer students
* Assist with residential life move-in/move-out
* Serve as a role model and demonstrate good judgment and ethical behavior
* Assist with special projects as assigned
* Other duties as assigned

COMPENSATION

$16.50/Hour; 20 hours/week

NEXT STEPS

* Please send your résumé and cover letter to Vaishakhi Desai at vadesai@ucsd.edu
* Start date is July 2017