Office of Residential Life
Graduate Residential Life Coordinator
Graduate Intern Position
Part-Time (20 Hours/Week)

CCA Intern Program

The California of the Arts Student Affairs Graduate Internship program prepares students for a wide range of career opportunities in student affairs at the postsecondary level. This program provides students with an opportunity to develop first hand knowledge of the student affairs profession and gain hands on experience in many areas within the Division of Student Affairs at CCA. Furthermore, the CCA Graduate Internship program will afford students the opportunity to analyze the functions of various administrative departments, their relationships to one another and to the institution in order to understand contemporary societal issues and their impact from an institutional perspective. Working with experienced student affairs administrators the Interns will work to improve the quality of life on campus, foster a safe, healthy, and respectful environment, support academic achievement and success, and promote leadership and civic engagement. The Interns also participate in College-wide projects and professional development opportunities and begin developing their professional network.

Position Summary:

Under the supervision of the Residential Life Coordinator the Graduate Residential Life Coordinator assists in furthering the mission and focus of the Residential Life program at CCA. The GRLC is responsible for assisting the Office of Residential Life in the overall administration and community development of the Residential Community. The GRLC will help to create a safe and educational living environment through the supervision of Resident Advisors, work-study students, one to one resident connections, enforcement of community standards, and oversight of day-to-day operations of their community. The GRLC also participates in a weekly on-call rotation.

Responsibilities Include:

Staff Supervision, Training and Selection:
- Under the direction of the Residential Life Coordinator, responsible for supervising, training, and evaluating the Resident Advisors’ performance.
- Provide indirect supervision of work-study students to manage mail/package delivery and other administrative duties under the direction of the Housing Assignments Coordinator.
- Provide on-going year round training sessions for Resident Advisors.
- Conducts weekly scheduled group and bi-weekly individual meetings with Resident Advisor staff.

**Administration:**
- Holds 20 hours of weekly office hours to support the completion of assigned tasks from Residential Life professional staff.
- Meets weekly with the Residential Life Coordinator for supervisory meetings.
- Takes a leadership role in the development of a living environment that supports and promotes a sense of community living and shared responsibility among its occupants.
- Participate in the Residence Life duty weekday and weekend on-call rotation with full-time and graduate staff during the academic year and breaks.
- Assist in the management of hall opening and closing at the beginning and end of each semester and break.
- Provide a timely response to all requests from students, staff, supervisors, and other College personnel for information and materials as directed.
- Maintain appropriate records that respect student confidentiality and rights, and recording maintenance concerns.
- Assists in maintaining a healthy and successful working relationship between campus and college constituents and CCA’s Office of Residential Life.

**Community Development & Standards:**
- Supports the Residential Life Coordinator and Resident Advisors in addressing student concerns and conflicts that arise in the residence halls.
- Implements regularly occurring programs/events within the residential curriculum to assist with the development of the CCA community within the hall/community.
- Supports and creates a distinctive residential life environment that promotes individual growth, respect for person and property, and where student academic success in encouraged.
- Responsible for maintaining a safe and secure living environment for all CCA students living through enforcement of community standards.
- Serves as a conduct hearing officer for the residential student conduct system and renders educational and corrective sanctions for violations of residential policies.
- Provide timely and appropriate documentation and responses to violations of residence hall and College code of conducts and adjudicating or resolving through referral, mediation, adjudication, etc.

**Additional Responsibilities:**
Performs other duties as assigned.

**Minimum Qualifications:**
- Enrollment in Masters program required; School of Education preferred
- Prior experience in Residential Life preferred.
- Demonstrated passion and support for all students regardless of race, gender, ethnicity, sexual orientation, ability, nationality and/or language.
- Demonstrated supervisory experience or related skills.
- Ability to balance collaborative and independent work.
- Excellent written, oral, and interpersonal communication skills.
- Sensitivity to the needs and issues of students in the arts/design/architecture fields preferred.
- Proficiency in using Microsoft Office Suite, particularly Word and Excel and strong general computer skills.
- Ability to transport or access transportation for job requirements on the Oakland Campus.

Note: This is a 10-month live-in position, which requires evening and weekend responsibilities. On-call for evenings, weekends and college break periods will be shared with other staff members.

Time Commitment:
- A full year commitment is required. 2nd year term extended based on satisfactory evaluation at the end of the 1st year. August 1st–May 31st (Summer Intern or Practicum opportunities may be available with the Division of Student Affairs)

Compensation:
- Single room in shared apartment provided in SF based residence hall
- $300 meal card.
- Access to free college shuttle service to and from the CCA Oakland Campus during weekdays while the college is in session.

Work Schedule:
- 20 hours/week with the exception of 30 hours a week during the weeks of RA Training and Orientation in the month of August and the first week staff returns in January.

Supervisor:
- Residential Life Coordinator

Application Procedure:
- Please visit www.usfca.edu/studentlife/internships for details on how to apply.