

POSITION DESCRIPTION

TITLE: Housing and Residential Life Program Coordinator
REPORTS TO: Director for Housing and Residential Life
SUPERVISES: Indirect supervision of Front Desk Assistants and Programming + Community Resource Connectors
STATUS: Graduate Student Intern

DATES OF EMPLOYMENT: August 6, 2018 - August 1, 2019 (negotiable)

GENERAL DESCRIPTION:

An exciting opportunity exists for an individual to work in a leadership position with our Housing and Residential Life Office and the Student Affairs Division. The position will call for an individual who is a creative self-starter, team player with strong organizational skills and a proven capacity to work with student leaders and groups. The selected intern will be an integral part of the Housing & Residential Life Staff and you will help develop this new and exciting program.

Reporting to the Director for Housing and Residential Life, the Graduate Student Intern will be responsible for providing overnight desk coverage two to three nights per week, assisting in the enforcement and administration of residential policies and meeting with students who violate lower level policies, assisting with the implementation of the SFAI housing program and spend one day in the office assisting the student affairs staff through a collateral assignment. This position will require participation in emergency on-call duty rotations as part of the desk coverage. In addition, further projects or duties may be assigned to help match the selected intern's professional development goals and the needs of the department. Current collateral areas include Assessment, Programming, and Operations.

DUTIES/RESPONSIBILITIES:

Hall Front Desk

- Serve as the overnight (11:30 pm – 7:30 am) coverage for front desk operations and security two to three days per week on a rotating basis to ensure equitable assignments (Week 1- Mon, Tues, Week 2 Sun, Wed, Thurs, Week 3 Fri, Sat).
- Assist in the enforcement and administration of residential policies and procedures.

Administrative

- Update and maintain housing administrative protocols and procedures.
- Assist in the coordination of emergency, security and front desk protocols and procedures.
- Assist with the implementation of the SFAI Housing and Residential Life Program.
- Create standard operating procedures for area(s) of focus

Duty and Emergency Response

- Serve as the emergency on-call response when providing overnight desk coverage.
- Report incidents and related concerns to the Housing and Residential Life staff.

Training and Staff Supervision

- Participate in and help develop student staff training.
- Indirect supervision of student staff related to assigned collateral assignment.
- Communicate and meet regularly with the Housing and Residential Life staff.

Collateral Assignment

- Focus on additional responsibilities during desk shifts and during one day per week in the SFAI main office.
- Work with partners across Student Affairs division and the SFAI campus to focus on collateral assignment.
- Current collateral assignments will be assigned in pairs of two interns to each: Assessment, Programming, or Operations. Other areas may become available as the needs of the department evolve.

QUALIFICATIONS:

- Bachelor's degree required. Must also be concurrently enrolled in a graduate degree program at a regionally accredited institution. Preference will be given to students enrolled in Student Affairs/Higher Education or Art programs.
- Ability to work independently and under tight deadlines.
- Superior organizational skills.

- Proficiency in computer skills including MS Word, Excel, databases, electronic communication, the Internet and web based applications.
- Outstanding verbal, writing and presentation skills. Must be able to communicate and interact effectively with students, faculty, staff and all external constituencies.
- Demonstrated commitment to the values of access, inclusion and diversity in higher education.
- Experience working with a diverse population, including international students and students with disabilities.
- Demonstrated ability to achieve desired work results working collaboratively in a dynamic environment with multiple stakeholders while being sensitive and responsive to the diverse needs of students, families, faculty, and staff, with a high degree of cultural competency and collegiality.
- Commitment to social justice, inclusion, and equity with experience providing support and advocacy for diverse communities (including but not limited to race, ethnicity, gender, gender identity and expression, national origin, sexual orientation, ability, size, religion/spirituality, and socioeconomic status).
- Appreciation for art and design, developed through employment, education or personal interest, highly desirable.

EXPECTATIONS AND GOALS FOR THE RESIDENTIAL LIFE GRADUATE INTERN

SFAI hopes to provide a unique opportunity for our Interns through both pre-assigned and self-selected responsibilities and projects. The Intern is an essential part of the Pre-College Program and Student Affairs team for the summer months. The Intern is invited to participate in as many meetings as possible to have a chance to see how a small college operates. The Housing Intern is expected to take a strong leadership role in the Pre-College Program that includes assisting in RA training, supervision of RAs, managing and supervising evening programs, and assisting with residential operations.

Through this internship, the successful candidate will gain valuable experience in staff training and supervision, social programming, community building, adjudicating policy violations, serving in an on-call rotation, residence hall management, and housing operations. We also hope to tailor some of the dynamics of this position to help meet the selected intern's additional professional development goals. As a result, opportunities may be available to visit other campuses in the area in order to meet with administrators and learn about how they operate.

COMPENSATION:

- Large, single room with private bath with tv, mini-fridge, microwave, and all utilities.
- Access to a shared community kitchen.
- \$500 Café Cash (\$250 in Fall and \$250 in Spring)
- \$2,000 stipend per term paid in monthly \$500 increments (Fall, Spring, and Summer)

ABOUT SFAI

Founded in 1871, the San Francisco Art Institute is one of the U.S.'s oldest and most prestigious schools of higher education in contemporary art. It boasts an illustrious list of alumni in all of its areas of focus. But most important, it has consistently held fast to its core philosophy of creating programs where creativity and critical thinking are fostered in one of the most open, innovative, and interdisciplinary environments in higher education. At SFAI we focus on educating artists who will become the creative leaders of their generation. SFAI is an excellent choice for intern candidates who are seeking experience at a small, private campus and especially those with an interest in the arts and creativity as a key aspect of the learning experience. This position is ideal for the individual who wants to try something new and be part of an energized, creative community!

THE CAMPUS

The Art Institute's main campus is located on Russian Hill. This neighborhood offers some of the best views in the city, a park at its summit, and Lombard, "the crookedest street in the world." From the historic Chestnut campus, views of the Bay Bridge, Alcatraz, Fisherman's Wharf, and Coit Tower are visible. The residence halls are located at the bottom of Nob Hill and offer easy access to galleries, alternative art spaces, world-renowned museums, shopping, and other entertainment venues. Public transportation to and from the two SFAI campuses and throughout San Francisco is readily available.

The campus features sweeping views of San Francisco Bay and is located within walking distance of the City's North Beach and Chinatown neighborhoods, as well as the downtown galleries and South of Market area - home to many of the City's major museums including SFMOMA and Yerba Buena Center for the Arts.