

Colorado State University - Pueblo  
Residence Life & Housing  
Graduate Internship | Residence Life Coordinator

Responsibilities:

The Residence Life Coordinators will become an integral part of the Residence Life and Housing staff from July through May.

The main functions of this position will be to assist in the following areas:

- o Supervision & Training: With guidance from an Area Coordinator, supervise 3 to 8 student Resident Assistants. Participate in all required trainings for professional housing staff and assist with the facilitation of the student staff trainings.
- o Building Management: Facilitate processes in assigned hall related to openings, check-in/out, room condition reports (RCR), occupancy, work orders, keys/card access, and similar paperwork.
- o Programming: In coordination with the Graduate Intern for Programming, assist guide and direct student staff in floor and building events. Support the Residential Curriculum model.
- o Hall Council: With guidance from the Assistant Director of Residence Education and Graduate Intern for Programming, recruit, select, and advise the buildings Hall Council.
- o On-Call: Participate as a primary support for the Residence Life on-call system on a rotating basis.
- o Conduct: Act as Conduct officer for cases assigned by Assistant Director of Residence Education.
- o Collateral & Committees: Participate in Residence Life & Housing committees for continued program development such as RA Recruitment committee and Student Staff Training Committee. Advise student staff in assigned collaterals.
- o Events: Assist the department where needed in large scale events such as Fall/Spring Openings, Housing Reapplication, large programs, and other similar events.
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