



**UNIVERSITY OF GEORGIA • DIVISION OF STUDENT AFFAIRS • UNIVERSITY HOUSING
POSITION DESCRIPTION**

WORKING TITLE: Doctoral Intern
CLASSIFICATION: Student Affairs Assistantship

POSITION SUMMARY:

This is a part-time, live-in/on position for full-time doctoral students. The primary function of this position is to manage assessment and evaluation efforts in the department.

SUPERVISOR:

Assistant to the executive director

CONDITIONS OF EMPLOYMENT:

1. Must enroll for a minimum of twelve credit hours (for fall/spring semester enrollments) of graduate study and nine credit hours (for summer enrollment) of graduate study and not exceed 18 credit hours (for fall/spring semester enrollments) of graduate study and nine credit hours (for summer enrollment) of graduate study each semester the assistantship is in effect.
2. Must maintain a minimum UGA cumulative grade point average of 3.0.
3. May not hold any other assistantship, fellowship or other employment including work-study either within or outside the University.
4. Most assignments are for the academic year, with some lasting 12 months. Summer employment may be available (contingent upon staffing needs); hiring priority is given to current staff.
5. Some doctoral interns may be required to remain on campus during academic break periods (e.g., fall break, Thanksgiving break, winter break, spring break) depending on assignment.
6. Reappointment is based upon job performance, evaluation and continued enrollment in the University.

RESPONSIBILITIES:

General Responsibilities of All Doctoral Interns

1. Serve on department, division and University committees as assigned.
2. Attend meetings and trainings, as directed by the supervisor.
3. Responsible for short-term projects as assigned by the supervisor.
4. Serve in on-call duty rotation with other live-in staff and provide support to residents and other housing staff in responding to emergencies or student crises as needed.
5. Participate in undergraduate, graduate and professional staff recruitment, selection and training as requested.
6. Be knowledgeable of and prepared to implement emergency response and other life safety protocols as outlined by the department.
7. Support, communicate, enforce and abide by all University and department policies, procedures and regulations.
8. Perform other duties consistent with the purpose of the position as assigned.

Specific Responsibilities of the Assessment and Evaluation Doctoral Intern

1. Coordinate distribution process and data analysis for EBI/Skyfactor assessments, provide the results to the necessary staff members in a usable format and help facilitate further action per the department's cycle of assessment.
2. Conduct an ongoing analysis of the data collected through department assessments as needed and share results internally and within the division as appropriate.
3. Maintain departmental assessment database and keep copies of internal assessment results.
4. Act as a consultant to or conduct departmental assessments as needed.
5. Establish effective working relationships with internal and external personnel at the University of Georgia who have comparable work obligations in the area of assessment and evaluation in order to keep abreast of current issues and remain aware of viable resources.