



# University Housing

Student Affairs

UNIVERSITY OF GEORGIA

## 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 various areas of responsibility and provide support to a particular area within University Housing; these areas include Administrative Services and Communications, Assessment and Evaluation, and Residential Programs and Services. Specific responsibilities vary based on particular assignments.

### **SUPERVISOR:**

Assistant Director for Academic Initiatives and Student Leadership

### **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: Doctoral Intern for Residential Curriculum***

1. Support on-going assessment needs of residential curriculum.
2. Assist in developing and implementing residential curriculum training for professional and student staff.
3. Assist in marketing the residential curriculum as it relates to training, campus partner interactions, and departmental communications.
4. Provide on-going residential curriculum support to live-in staff through various strategies (i.e., one-on-one coaching sessions, staff meeting support, organizational best practices, and document creation).
5. Serve as a member of the residential curriculum committee.
6. Research and benchmark best practices related to residential curriculum and academic initiatives.
7. Support the development of strategies used to implement the residential curriculum.