



# 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, Residential Programs and Services, and Staff Development. Specific responsibilities vary based on particular assignments.

### **SUPERVISOR:**

Associate Director of Residential Programs and Services

### **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 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 Staff Development***

1. Create professional development plans for graduate and professional staff.
2. Lead the staff formal evaluation process.
3. Develop and implement professional development sessions for Residential Programs and Services.
4. Assist with researching current trends, best practices, and training for staff members.
5. Assist with the review and development of various Residential Programs and Services documents and related publications including, but not limited to staff manuals, housing contracts, annual reports, action plan, policies and procedures manual, and community guide.