POSITION DESCRIPTION: The Residential Life Intern will play an integral role in the planning and implementation of events and processes related to the Residential Life office. The focus of the internship will be marketing and communication, and specific tasks and goals will be determined based on the strengths of the intern and the needs of both of intern and the office. The internship experience may include (but not be limited to) work with Residential Life program promotion, the Collegiate Fellow recruitment and selection process, room draw, ILS House promotion and selection, facilities management, and program/event management.

OUTCOMES: The Residential Life intern will gain skills in the areas of marketing and communication, budget management, written and verbal communication, assessment, and working with various constituent groups. The intern will be provided opportunities to engage in work in various aspects of a residential life office. The intern will also be able to articulate aspects of student development theory as well as make connections between academic coursework and internship responsibilities. **Internship may be used for academic credit.** An internship stipend may be available if internship not used as academic credit.

QUALIFICATIONS: We will be looking for the following traits and skills:

- Strong oral and written communication skills
- Ability to effectively manage multiple priorities
- Attention to detail and ability to edit written material
- Experience with Adobe Contribute, Adobe InDesign, Photoshop or similar design program
- Previous knowledge of or experience with social media marketing
- Ability to work autonomously
- Ability to collaborate with a range of professional and administrative staff, demonstrating initiative and leadership skills
- Positive attitude and support for Residential Life programs and resources
- Ability to attend Residential Life programs to take photographs and promote general awareness of department events and initiatives.

TIME COMMITMENT: Intern will work an average of 5 hours per week. Hours will be scheduled flexibly to allow for involvement in events and activities. Some evening and weekend hours may be required.

SUPERVISOR: Charlie Potts, Director of Residential Life (cpotts@gustavus.edu or x7529) and/or Assistant Director of Residential Life (TBD). Intern will meet weekly with Director or Assistant Director as well as ongoing consultation for project areas.

TO APPLY: Please send a cover letter and resume to Charlie Potts (cpotts@gustavus.edu) with “Residential Life Intern” in the email subject line. You may also drop off a paper copy at the Residential Life office on the lower level of the Jackson Campus Center.