GENERAL STATEMENT
The Summer Residence Hall Director Interns are integral parts of the University of Notre Dame's summer residence hall program as administered by the Office of Housing. As members of the University staff, Summer Residence Hall Director Interns (Hall Directors) are responsible for the safe and efficient operations of the summer residence halls, enhancing the educational experience of summer school students while promoting the mission of the University of Notre Dame.

Because the Hall Director Interns have extensive contact with Notre Dame students and University guests, they necessarily serve as liaisons and resource persons. They must assist in establishing an environment in the residence halls that is supportive of the educational and professional objectives of the University. As University representatives, they must always conduct themselves in an honest, conscientious and professional manner. They are expected to support, enforce, and personally abide by all University and Housing regulations and policies as outlined in the student handbook, and to interpret them as necessary.

QUALIFICATIONS
- Completion of a Bachelor’s degree required. Post-baccalaureate education in College Student Personnel, Higher Education Administration, or related field preferred.
- Previous residence hall staff experience is desired. Preference will be given to candidates with experience as a resident assistant or hall director.
- Preferred availability for summer work assignment is the afternoon of Sunday, May 15 – Sunday, July 31. Limited flexibility for time away from campus during the summer is available.

SPECIFIC RESPONSIBILITIES

Administrative Responsibilities
1. Responsible for the safety and security of the residence hall through the development of an environment free of such hazards.
2. Work with hall staff to maintain an environment conducive to study and communal living.
3. Supervise and evaluate 6-8 Summer Resident Assistants. This supervision will focus on the fulfillment of the terms of their duties as well as the policies, procedures, and expectations of the Office of Housing and the University.
4. Supervise and evaluate one Hall Manager who supervises three Summer Resident Assistants.
6. Be regularly available in the hall during the business hours of the University and other times as necessary. It is important that the Hall Director Intern maintain regular office hours and that these hours be posted prominently.
7. Schedule and supervise residence hall on-call duty schedule for the RA Staff. Serve in on-call rotation with other Hall Director.
8. Supervise check-in/check-out procedures of building and communicate updates of these events to Housing.
9. Develop procedures of operation that encourage cooperation and a good working relationship between summer staff, students, guests, Building Services, Facilities Operations, and other University personnel.
10. Oversee use of master keys for hall. Assist with lockouts, especially those occurring outside of normal business hours.
11. Advise students within the residence hall concerning academic, personal, and social concerns. Refer students, when necessary, to appropriate services within the University. Regularly communicate any concerns about individual students and/or groups to the Housing staff.
12. Coordinate mail delivery and distribution to residents and staff living in the hall.
13. Supervise residence hall furniture relocation and furniture moving crew (2-7 staff members).

Discipline Responsibilities
1. Interpret University and departmental policies and procedures to staff and students and oversee enforcement in residence hall.
2. Assist students in developing both personal responsibility for their actions as well as respect for the rights of others.
3. Properly prepare and follow through on reports regarding compliance with University policy.

Staff Development Responsibilities
1. Assist with the design and implementation of orientation for summer residence hall staff.
2. Plan and conduct weekly meetings for summer hall staff assigned to the hall.
3. Provide staff development/bonding opportunities throughout the summer for the over 100 summer staff employees.
**Professional Development Responsibilities**

1. Work closely with Housing administrators on office programs and projects (research, hall staff training, summer conferences, room assignments, etc.).
2. Complete other duties as assigned by Housing staff.
3. Participate in “Friday Article Lunches” with the intern cohort.
4. Attend scheduled meetings with various campus partners.

**CONDITION OF EMPLOYMENT**

The Hall Director Interns are expected to be on campus during the length of their contract (the afternoon of Sunday, May 15 – Sunday, July 31) with some limited flexibility available. They must schedule and complete an exit appointment with the Housing staff to turn in keys, billable damages, cell phone, and any other administrative materials. Any additional employment by the Conference Housing Interns during their term of appointment is prohibited.

**COMPENSATION**

The Hall Director Interns are provided with a furnished on-campus apartment, reserved parking, use of campus facilities (including recreation and library facilities), a meal plan during Summer Session with Domer Dollars to be used at other on-campus dining establishments, and hourly pay of $10.25 with the expectation of a 40 hour work week for the duration of the contract.

For more information, please visit [http://housing.nd.edu/internship](http://housing.nd.edu/internship).