**LHE Intern  
Office of Community Outreach**

The Intern is a member of the Office of Community Outreach staff and reports to the Director and Assistant Director of Community Outreach and Service-Learning. Responsibilities include the following:

* Oversee OCO’s Special Projects Team (SPT), a group of approximately ten student leaders that coordinate major OCO events such as Saturday of Service, MLK Day of Learning, BW Spring Service Day and Leave It Behind.
* Meet weekly with the SPT and regularly with the SPT Student Director.
* Develop orientation and training for new SPT members in conjunction with SPT Student Director.
* Serve as on-site advisor and supervisor for OCO’s Discover Cleveland Program, a service immersion experience for entering students.
* Assist with the coordination of several office initiatives which may include FYE presentations, student leadership retreats, etc.
* Assist with the promotion of the Urban Semester Program including student recruitment for the Spring 2016 program.
* Provide organization, oversight and support of selected Office of Community Outreach programs such as the High School Service Challenge and Service Fair.
* Participate in other OCO initiatives such as alternative break trips (as an advisor) and special events. The LHE Intern will attend OCO meetings and retreats, Division meetings and other committee meetings as assigned.

**Hall Director Responsibilities**

*The LHE Intern will serve as the Hall Director for Baldwin Wallace University’s Archwood House in Cleveland, residing at the facility and performing the following duties:*

* Participate in Hall Director Training (Fall 2015).
* Report and track necessary repairs and maintenance.
* Communicate with Buildings & Grounds and the Office of Residence Life as necessary.
* Follow University protocol when responding to emergencies.
* Inform the Assistant Director of Community Outreach when an extended time away is needed (i.e. more than two evenings during the week and an entire weekend, etc.)
* Manage the Archwood House inventory process.
* Act as a liaison between BW departments and organizations that wish to utilize the Archwood House for meetings, retreats, etc. Make arrangements for the use of the facility, supervise facility usage and events, and follow-up regarding damage or improper use.

*During Spring Semester of 2016, the LHE intern will also have responsibilities related to the Urban Semester Program that will take place at the Archwood House, including:*

* Participate in USP orientation during the week prior to Spring courses.
* Serve as liaison between Urban Semester Program (USP) participants and OCO Director.
* Assist USP participants in establishing and maintaining community standards.
* Encourage development of an environment within the Archwood House that which enables residents to accept responsibility for self-governance and behavior consistent with the objectives of Baldwin Wallace University.
* Communicate with OCO staff and USP faculty as needed.
* Be available to students to discuss residential and community living issues.
* Provide intervention as needed in household crises or conflicts.