



# Leadership in Higher Education

## ACES Intern and Hall Director

Department: Student Affairs

Title of Internship: ACES (Academic and Cultural Events Series) Intern and Hall Director

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### ACES Internship Description

#### Position Description:

The Graduate Intern is a member of the Student Affairs staff at Baldwin-Wallace College and reports to the Assistant Dean of Students and Director of ACES. The Graduate Intern is responsible for implementing the goals of the ACES office and working toward achieving its mission of planning, implementing, and promoting educational and cultural events throughout the academic year. Further, the Graduate Intern will play a significant role in the promotion and development of leadership opportunities for Baldwin-Wallace students as well as address diversity and multicultural issues in a variety of creative, challenging, and meaningful ways that will be of benefit to the entire B-W community. The responsibility of a Graduate Intern also includes serving in the capacity of advisor, programming resource person and administrator.

#### Mission Statement:

The mission of ACES is to provide an opportunity for an enriched learning environment on campus by co-sponsoring with academic, other departments and student organizations, many programs of intellectual and cultural interest and to purposely address issues of diversity and leadership. The Graduate Intern will assist in achieving this mission through various roles. Specifically, the Graduate Intern will play a significant role in the promotion and development of programs, speakers, panel discussions, and performing arts presentations that are exciting, educational, enriching, and exceptionally diverse.

#### Major Internship Responsibilities:

- Plan, implement and promote academic and cultural events for the entire B-W community throughout the year (i.e. speakers, presentations, and performing arts events).
- Assist with the development of creative ways to market special interest programs.
- Maintain ACES website with accurate and current information.
- Develop and distribute publicity for ACES programs. Maintain ACES bulletin board and grid display in the College Union.
- Assess impact of sponsored programs and make changes/adjustments as deemed necessary to help ensure good quality product.

- Assist with the design of rewarding and enlightening leadership workshops, retreats, and programs for mainstream, as well as multicultural, special interest, and underserved groups.
- Provide resources to/for the Baldwin-Wallace community on issues of leadership development, multicultural programming and the promotion of diversity on all levels.
- Provide safe and confidential “spaces” /forums for students to address public, private, personal, and professional diversity issues.

#### Advisory Responsibilities:

- Advise a minimum of one diversity-related student organization or campus-wide committee.
- Meet regularly (weekly) with officers of the student organization.
- Attend regular (weekly) meetings of the general student organization membership.
- Set goals with the organization's members.
- Evaluate progress of the organization's goals and assess the effectiveness of its programs.
- Provide leadership development and team building opportunities for organization members.
- Maintain constant communication, including follow-up and feedback with organization members.
- Sign-off (via initials) on all paperwork accessing organizational funds.
- Keep ACES staff informed of the organization's activities.

#### Additional Responsibilities:

- Assist with annual/traditional programs including: Martin Luther King, Jr. Holiday Celebration (serve as co-chairperson), Black History Month events, Women's Month activities, and various leadership retreats/initiatives.
- Represent the ACES office in a positive, professional manner at all times.
- Serve as a liaison to the surrounding community for ongoing promotion of programs open to the public.
- Serve as liaison to the Office of Multicultural Student Support Services; foster and maintain positive collaborative relationships.
- Serve as a positive role model for students.
- Send and collect articles/general publicity from print media to be kept in the ACES programming binder.
- Assist staff with general office duties when necessary, including answering phones, taking accurate messages, assisting visitors, typing correspondence, and running errands.
- Meet regularly with supervisor.
- Meet regularly with the ACES staff.
- Attend on-going staff development and training.
- Support other programs (when possible) sponsored by other departments within the Student Affairs division and beyond.
- Other duties as assigned.

## Preferred Background or Skills:

- Experience and/or interest in programming, planning special events, peer education and/or working with special populations (i.e. students of color, diverse groups, etc.).
- Experience and/or interest in programming for the performing arts (i.e. music, art, dance, drama).
- Experience in computer technology, including word processing, database management, web page design, assessment and/or promotional/publication design.
- Experience and/or interest in multicultural and diversity issues and leadership development.
- Experience and/or interest in working with college students in an advisory capacity.
- Good written and oral communication skills.
- A strong desire to work in a collaborative environment with people from diverse/different backgrounds.

## Hall Director Internship Description

### Position Description:

Hall Directors become acquainted with all residents to establish good relationships. They assess personal, academic and social problems of residents, and become aware of the cultures and sub-cultures of the campus. Hall Directors are aware of available resources and make appropriate referrals as well as recognize situations in which intervention or mediation is both appropriate and necessary. Most Hall Directors at Baldwin-Wallace College work as Graduate Interns for one of several unique offices in Student Affairs. Our internships provide extended opportunities to interact with the community, develop leadership skills, and participate in the daily workings of specialty groups on campus.

### Supervisory Responsibilities:

- Be available to residents a minimum of 20 hours per week which includes posting office hours in the residence hall.
- Serve as a positive role model for students; attract and respect confidences.
- Supervise Resident Assistants.
- Set hall goals with the Resident Assistant staff.
- Counsel and supervise the Resident Assistant staff toward goals of staff cohesiveness, positive attitudes and good communication.
- Meet weekly with the Resident Assistant staff.
- Provide, participate and facilitate ongoing training.
- Provide written evaluation of each Resident Assistant's performance at the end of each semester.
- Assist in the selection of Resident Assistants.
- Select and supervise hall work-study students.
- Meet individually with supervisor on an on-going basis.
- Attend on-going staff development and training.
- Attend weekly Hall Director staff meetings.
- Member of a residence life committee as assigned.

## Administrative Responsibilities:

- Serve as Hall Director on duty as assigned by area.
- Report and track necessary repairs and maintenance.
- Maintain and submit the following forms: weekly report form, occupancy report, room change request forms, room sign-up work sheets, room inventory forms, maintenance forms, judicial forms, programming evaluations and various other forms.
- Manage the room inventory procedure correctly so that an accurate assessment of room conditions is available for both the residents and the Office of Residence Life. Complete room inventory forms at the end of the year no later than one week after graduation. For mid-year room changes, complete check-outs no later than 48 hours after the change occurs.
- Maintain keys for the hall including disbursement and collection.
- Facilitate all room changes during the academic year and assist with room sign-ups.
- Be responsible for implementing room inspections and fire drills.
- Maintain hall budgets.
- Utilize campus information technology.
- Hall Directors are also responsible for other duties as assigned.
- Advise Hall Council. Encourage and supervise educational, social and developmental programming within the hall to meet residents' needs and interests. Encourage and invite student-faculty-staff participation in residence hall activities. Inform residents of events and activities occurring on campus through the use of announcements, bulletin boards, flyers, and personal communication.

## Mediation/Policy Enforcement Responsibilities:

- Uphold and interpret the rights and responsibilities of all students through consistent and fair policy enforcement.
- May serve as a hearing officer.
- Assist with the maintenance of hall conduct records.
- Attend judicial proceedings as necessary.
- Work with residents and staff in using the campus judicial system.
- Assist in establishing and developing community standards.
- Encourage and develop an environment within the residence hall which enables residents and staff to accept responsibility for self-governance and behavior consistent with the objectives of Baldwin-Wallace College.

## Preferred Background or Skills:

- Experience and/or interest in programming, planning special events, peer education and/or working with special populations (i.e. students of color, diverse groups, etc.).
- Experience and/or interest in programming for the performing arts (i.e. music, art, dance, drama).
- Experience in computer technology, including word processing, database management, web page design, assessment and/or promotional/publication design.
- Experience and/or interest in multicultural and diversity issues and leadership development.
- Experience and/or interest in working with college students in an advisory capacity.

- Good written and oral communication skills.
- A strong desire to work in a collaborative environment with people from diverse/different backgrounds.
- Experience and interest in working with college students in a supportive and supervisory capacity.
- Previous residence life experience preferred.
- Minimum of a Bachelor's degree.

### Special Considerations:

The **ACES/Hall Director intern** is one full internship divided between two areas within Student Affairs. This intern will assist the Academic and Cultural Events Series area, while also serving as a hall director for campus apartments. This internship requires *25 hours per week* due to the live-on campus nature of the Hall director position. It also has an additional benefit of a furnished apartment.