

Assistant Residence Director

Azusa Pacific University
Office of Residence Life
Internship Description



ROLE SUMMARY:

The Assistant Residence Director (ARD) intern, serves under the primary supervision of a full-time Residence Life Professional. The ARD position is a live-in, 10-month (20 hours a week) position that is primarily responsible for providing general assistance to a full-time Residence Life Professional. Assistance may include support for Resident Advisors and residents and with social and developmental programming within a designated student living area. The ARD participates in an on-call rotation with other live-in team members. Be in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students, while exhibiting a mature Christian faith.

APPOINTMENT: July 8th, 2024 – May 9, 2025. Possible renewal for a second year upon successful performance/experience review, funding, and continued enrollment in an APU graduate degree program.

WEEKLY TIME COMMITMENTS:*

Individual appointment with Residence Director	1 hour
Bi-weekly meeting with Director of Residence Life	30 minutes
Other Residence Life Weekly Meetings	3-4 hours
Occasional one-on-one meetings with Resident Advisors	4-6 hours
Weekly meeting with Resident Advisor team	1-2 hours
Administrative and on-call assignments	4-8 hours

REQUIRED TRAINING AND MEETINGS:*

Residence Life Team Training: July 8th - July 31st: Monday & Wednesday In Person, 9am - 4:30pm
Journey (RA Orientation): August 1st - August 22nd: Monday - Friday, 8am - 4:30pm (possible evenings, times vary)
Fall Welcome Weekend: August 23rd - 25th (Saturday and Sunday, Half Day Shifts)
Weekly Monday Residence Life Business Meeting: 10 - 11am
Weekly Wednesday Residence Leadership Development: 10 - 11am
Weekly Resident Advisor Team Meeting: To Be Determined by Team's Availability
Spring RA Retreat: January 2nd: 9am - 4:30pm
Spring Welcome Weekend: January 3rd - January 5th: 9am - 4:30pm weekdays, partial weekends.
Check Out Weekends at End of Semesters: December 14th - 15th 2024, May 2nd - 4th 2025 (full days)

***ARDs hourly responsibilities may fluctuate (exceeding 20 hours) during times of annual team training and university openings and closings. ARDs are also expected to be available on weekends during which special events are scheduled (i.e. Welcome Weekend, living area check-ins and checkouts, etc.). It is expected that each GRC will have a weekly schedule and timesheet on file with her/his primary supervisor.**

ESSENTIAL RESPONSIBILITIES:

- Assists a Residence Director with the overall coordination and implementation of a residential program within a designated student living area that promotes mutual respect, diversity, and inclusion.
- Assists a Residence Director in supporting Resident Advisors by providing guidance, support, direction, and accountability during Journey (RA Orientation), program implementation, and at any other times appointed by their Residence Director.
- Meets occasionally with Resident Advisors, both jointly and individually to discuss resident and living area concerns, programs, personal development and team building efforts.
- Attend weekly Residence Life meetings on Monday and Wednesdays, 10am-11am.

- Participate in the RA Recruitment Process (Marketing, Interviews, and/or Proposing Living Area Teams) training of Resident Advisors.
- Participate in RA Compass, RA Traditions (Pumpkin & Spice, RA Christmas Party, and RA End of Year Party, and RA Journey Begins.).
- Supports living area programming as communicated by the Residence Director.
- Make referrals to appropriate academic and/or administrative resources as necessary.
- Develop, implement, and administer active and passive experiences associated with academic support, spiritual formation, cultural diversity, emotional wellness, and life planning to increase student success in and outside of the classroom.
- Assist with ongoing assessment of programming efforts within a designated student living area.
- Assist with student check-ins and check-outs.
- Assists in promoting a safe and well-maintained living environment through the monitoring of the physical (health and safety) condition of a living area (i.e. monitoring the usage and condition of furniture and common spaces). Report known physical damage, facility-related problems, or housekeeping concerns immediately to Facilities Management and/or their supervisor.
- Maintain an attitude of discipleship and serve as a support and resource to students in their quest for spiritual growth.
- **Alternate with other live-in team members for on-call availability for all campus residents. On-call responsibilities may include coverage during major holidays and University breaks.**
- Assist, confront, and intercede in disciplinary and emergency situations as they arise in the living areas. Provides the appropriate written and verbal behavioral data relevant to administering guidance, support, and/or discipline; reports/refers to the appropriate Residence Life professional and/or the Director of Residence Life as necessary.
- Be knowledgeable of and enforce university policies and procedures. Communicate the rationale for university regulations.
- Assist in the student judicial process (i.e. student hearings) as requested and available.
- Serves as a resource and referral support to parents, and other university constituents as needed.
- Complete administrative tasks – check ins and check outs, creating on-call reports, submitting incident reports, weekly time cards, planning and coordinating meeting details, responding to emails and Slack messages, etc.
- Display professionalism in carrying out Residence Life role related functions and model behavior that reflects a commitment to uphold the APU Community Expectations in one's own life; on and off campus consistent with the lifestyle expectations of Azusa Pacific University and does not openly disagree with university regulations, philosophy, or mission.
- Participate and actively engage in departmental efforts for training and personal and professional development for both professional and paraprofessional team members.
- Effectively communicate (written and verbal contact) with others within and outside the department.
- Provide support and assistance to departmental initiatives, efforts, processes, emergencies, and events.
- Effectively collaborates/cooperates with supervisor(s) and teammates.
- Receive a performance evaluation each semester facilitated by the primary supervisor.
- Other duties as assigned by the departmental leadership.

QUALIFICATIONS

Bachelor's degree, Residence Life experience (preferred but not required), and participation into an APU graduate program are required. Students must be enrolled for both the fall and spring semesters. Ability to work evenings, weekends, holidays and to attend campus programs/events. Availability to be reached by university officials while on-call. **Access to a smartphone in order to utilize Google Voice while on call is required.** Must also be within 10-15 minutes distance of campus while on-call during the day, and remain physically on campus between the hours of 7pm - 7am for after hours on-call response (on-call swapping is allowed amongst Residence Life interns to accommodate for unforeseen circumstances).

COMPENSATION

- Scholarship: \$10,000.
- Partially furnished 1-2 bedroom apartment with: bed, dresser, desk, refrigerator/freezer, stove, and air conditioning.
- Paid utilities.
- Meal package: 500 Cougar Bucks dining incentive (per semester, pending availability).

Graduate Resident Coordinator

Azusa Pacific University
Office of Residence Life
Internship Description



ROLE SUMMARY:

The Graduate Resident Coordinator (GRC) intern, serves under the primary supervision of a full-time Residence Life Professional. The GRC position is a live-in, 10-month (20 hours a week) position that is primarily responsible for providing general assistance to a full-time Residence Life Professional, guidance and support to Resident Advisors and residents, and oversight of social and developmental programming within a designated student living area. The GRC participates in an on-call rotation with other live-in team members. Be in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students, while exhibiting a mature Christian faith.

APPOINTMENT: July 8th, 2024 – May 9, 2025. Possible renewal for a second year upon successful performance/experience review, funding, and continued enrollment in an APU graduate degree program.

WEEKLY TIME COMMITMENTS:*

Individual appointment with Area Director	1 hour
Bi-weekly meeting with Director of Residence Life	30 minutes
Other Residence Life Weekly Meetings	3-4 hours
Regular one-on-one meetings with Resident Advisors	4-6 hours
Weekly meeting with Resident Advisor team	1-2 hours
Administrative and duty assignments	2-4 hours
Programming assignments	1-3 hours

REQUIRED TRAINING AND MEETINGS:*

Residence Life Team Training: July 8th - July 31st: Monday & Wednesday In Person, 9am - 4:30pm
Journey (RA Orientation): August 1st - August 22nd: Monday - Friday, 8am - 4:30pm (possible evenings, times vary)
Fall Welcome Weekend: August 23rd - 25th (Saturday and Sunday, Half Day Shifts)
Weekly Monday Residence Life Business Meeting: 10 - 11am
Weekly Wednesday Residence Leadership Development: 10 - 11am
Weekly Resident Advisor Team Meeting: To Be Determined by Team's Availability
Spring RA Retreat: January 2nd: 9am - 4:30pm
Spring Welcome Weekend: January 3rd - January 5th: 9am - 4:30pm weekdays, partial weekends.
Check Out Weekends at End of Semesters: December 14th - 15th 2024, May 2nd - 4th 2025 (full days)

***GRCs hourly responsibilities may fluctuate (exceeding 20 hours) during times of annual team training and university openings and closings. GRCs are also expected to be available on weekends during which special events are scheduled (i.e. Welcome Weekend, living area check-ins and checkouts, etc.). It is expected that each GRC will have a weekly schedule and timesheet on file with her/his primary supervisor.**

ESSENTIAL RESPONSIBILITIES:

- Assists with the overall coordination and implementation of a residential program within a designated student living area that promotes mutual respect, diversity, and inclusion.
- Co-supervises Resident Advisors by providing guidance, support, direction, and accountability during Journey (RA Orientation), program implementation, and at any other times appointed by their supervisor.
- Meet weekly with Resident Advisors, both jointly and individually to discuss resident and living area concerns, programs, personal development and team building efforts.
- Attend weekly Residence Life meetings on Monday and Wednesdays, 10am-11am.

- Participate in the RA Recruitment Process (Marketing, Interviews, and/or Proposing Living Area Teams) training of Resident Advisors.
- Participate in RA Compass, RA Traditions (Pumpkin & Spice, RA Christmas Party, and RA End of Year Party, and RA Journey Begins.).
- Coordinates living area programming including management of programming budget.
- Make referrals to appropriate academic and/or administrative resources as necessary.
- Guide and support Resident Advisors in problem solving, planning, administration, and evaluation of community building efforts and residential learning programs within their designated living areas.
- Develop, implement, and administer active and passive experiences associated with academic support, spiritual formation, cultural diversity, emotional wellness, and life planning to increase student success in and outside of the classroom.
- Assist with ongoing assessment of programming efforts within a designated student living area.
- Assist with student check-ins and check-outs.
- Assists in promoting a safe and well-maintained living environment through the monitoring of the physical (health and safety) condition of a living area (i.e. monitoring the usage and condition of furniture and common spaces). Report known physical damage, facility-related problems, or housekeeping concerns immediately to Facilities Management and/or their supervisor.
- Maintain an attitude of discipleship and serve as a support and resource to students in their quest for spiritual growth.
- **Alternate with other live-in team members for on-call availability for all campus residents. On-call responsibilities may include coverage during major holidays and University breaks.**
- Assist, confront, and intercede in disciplinary and emergency situations as they arise in the living areas. Provides the appropriate written and verbal behavioral data relevant to administering guidance, support, and/or discipline; reports/refers to the appropriate Residence Life professional and/or the Director of Residence Life as necessary.
- Be knowledgeable of and enforce university policies and procedures. Communicate the rationale for university regulations.
- Assist in the student judicial process (i.e. student hearings) as requested and available.
- Serves as a resource and referral support to parents, and other university constituents as needed.
- Complete administrative tasks – check ins and check outs, creating on-call reports, submitting incident reports, budgeting, weekly time cards, planning and coordinating meeting details, responding to emails and Slack messages, etc.
- Display professionalism in carrying out Residence Life role related functions and model behavior that reflects a commitment to uphold the APU Community Expectations in one's own life; on and off campus consistent with the lifestyle expectations of Azusa Pacific University and does not openly disagree with university regulations, philosophy, or mission.
- Participate and actively engage in departmental efforts for training and personal and professional development for both professional and paraprofessional team members.
- Effectively communicate (written and verbal contact) with others within and outside the department.
- Provide support and assistance to departmental initiatives, efforts, processes, emergencies, and events.
- Effectively collaborates/cooperates with supervisor(s) and teammates.
- Receive a performance evaluation each semester facilitated by the primary supervisor.
- Other duties as assigned by the departmental leadership.

QUALIFICATIONS

Bachelor's degree, Residence Life experience (preferred but not required), and participation into an APU graduate program are required. Student must be enrolled for both the fall and spring semesters. Ability to work evenings, weekends, holidays and to attend campus programs/events. Availability to be reached by university officials while on-call. **Access to a smartphone in order to utilize Google Voice while on call is required.** Must also be within 10-15 minutes distance of campus while on-call during the day, and remain physically on campus between the hours of 7pm - 7am for after hours on-call response (on-call swapping is allowed amongst Residence Life interns for unforeseen circumstances).

COMPENSATION

- Scholarship: \$10,000.
- Partially furnished 1-2 bedroom apartment with: bed, dresser, desk, refrigerator/freezer, stove, and air conditioning.
- Paid utilities.
- Meal package: 500 Cougar Bucks dining incentive (per semester, pending availability).

Community Intern

Azusa Pacific University
Office of Residence Life
Internship Description



ROLE SUMMARY:

The Community Intern, serves under the primary supervision of the Director of Residence Life/Associate Director. The CI position is a live-in, 10-month (20 hours a week) position that is primarily responsible for promoting, supporting, capturing, and communicating the values and themes of "LifeTogether" to residential students. Duties include attending and documenting events through video and images and creating promotional material for digital and physical distribution. Additional general support to social and developmental programming across all living areas is expected. As there is a residential component, this role is also trained and participates in an on-call rotation with other live-in team members. The Community Intern must be in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students, while exhibiting a mature Christian faith.

APPOINTMENT: July 8th, 2024 – May 9, 2025. Possible renewal for a second year upon successful performance/experience review, funding, and continued enrollment in an APU graduate degree program.

WEEKLY TIME COMMITMENTS:*

Weekly meeting with Director and/or Associate Director	30 minutes
Bi-weekly meeting with Area and Residence Directors	1 hour
Attends and captures video and images of programs/events	2-4 hours
Weekly office hours for marketing, promotion of events, and RezLife storytelling	4-6 hours
Other Residence Life Weekly Meetings	3-4 hours
Administrative and on-call assignments	3-5 hours

REQUIRED TRAINING AND MEETINGS:*

Residence Life Team Training: July 8th - July 31st: Monday & Wednesday In Person, 9am - 4:30pm
Journey (RA Orientation): August 1st - August 22nd: Monday - Friday, 8am - 4:30pm (possible evenings, times vary)
Fall Welcome Weekend: August 23rd - 25th (Saturday and Sunday, Half Day Shifts)
Weekly Monday Residence Life Business Meeting: 10 - 11am
Weekly Wednesday Residence Leadership Development: 10 - 11am
Weekly Resident Advisor Team Meeting: To Be Determined by Team's Availability
Spring RA Retreat: January 2nd: 9am - 4:30pm
Spring Welcome Weekend: January 3rd - January 5th: 9am - 4:30pm weekdays, partial weekends.
Check Out Weekends at End of Semesters: December 14th - 15th 2024, May 2nd - 4th 2025 (full days)

***Community Intern hourly responsibilities may fluctuate (exceeding 20 hours) during times of annual team training and university openings and closings. Community Intern is also expected to be available on weekends during which special events are scheduled (i.e. Welcome Weekend, living area check-ins and checkouts, etc.). It is expected that the Community Intern will have a weekly schedule and timesheet on file with her/his primary supervisor.**

ESSENTIAL RESPONSIBILITIES:

- Supports the overall residential and Resident Advisor experiences by capturing video and images of gatherings and events throughout the academic year (RA Journey, Student Check-in and Checkout, Journey Begins, RA traditions, events, programs, etc.).
- Keeps weekly office hours devoted to marketing, promotion of events, and RezLife storytelling

- Maintains and utilizes the Residence Life social media accounts (Instagram, APU Now, etc.) and serves as a storyteller for Residence Life through these mediums.
- Attend weekly Residence Life meetings on Monday and Wednesdays, 10am-11am.
- Participate in the RA Recruitment Process (Marketing, Interviews, and/or Proposing Living Area Teams) training of Resident Advisors.
- Supports living area programming beyond marketing as needed and communicated by the Director and/or Associate Director of Residence Life.
- Assist with student check-ins and check-outs.
- **Alternate with other live-in team members for on-call availability for all campus residents. On-call responsibilities may include coverage during major holidays and University breaks.**
- Assist, confront, and intercede in disciplinary and emergency situations as they arise in the living areas. Provides the appropriate written and verbal behavioral data relevant to administering guidance, support, and/or discipline; reports/refers to the appropriate Residence Life professional and/or the Director of Residence Life as necessary.
- Be knowledgeable of and enforce university policies and procedures. Communicate the rationale for university regulations. Participates in the Health and safety process as needed and report known physical damage, facility-related problems, or housekeeping concerns immediately to Facilities Management and/or their supervisor as appropriate.
- Maintain an attitude of discipleship and serve as a support and resource to students in their quest for spiritual growth.
- Make referrals to appropriate academic and/or administrative resources as necessary.
- Serves as a resource and referral support to parents, and other university constituents as needed.
- Complete administrative tasks – check ins and check outs, creating on-call reports, submitting incident reports, weekly time cards, planning and coordinating meeting details, responding to emails and Slack messages, etc.
- Display professionalism in carrying out Residence Life role related functions and model behavior that reflects a commitment to uphold the APU Community Expectations in one's own life; on and off campus consistent with the lifestyle expectations of Azusa Pacific University and does not openly disagree with university regulations, philosophy, or mission.
- Participate and actively engage in departmental efforts for training and personal and professional development for both professional and paraprofessional team members.
- Effectively communicate (written and verbal contact) with others within and outside the department.
- Provide support and assistance to departmental initiatives, efforts, processes, emergencies, and events.
- Effectively collaborates/cooperates with supervisor(s) and teammates.
- Receive a performance evaluation each semester facilitated by the primary supervisor.
- Other duties as assigned by the departmental leadership.

QUALIFICATIONS

Bachelor's degree, Marketing and social media experience required and Residence Life experience is preferred but not required. Participation into an APU graduate program is required. Student must be enrolled for both the fall and spring semesters. Ability to work evenings, weekends, holidays and to attend campus programs/events. Availability to be reached by university officials while on-call. **Access to a smartphone in order to utilize Google Voice while on call is required.** Must also be within 10-15 minutes distance of campus while on-call during the day, and remain physically on campus between the hours of 7pm - 7am for after hours on-call response (on-call swapping is allowed amongst Residence Life interns to accommodate for unforeseen circumstances).

COMPENSATION

- Scholarship: \$10,000.
- Partially furnished 1-2 bedroom apartment with: bed, dresser, desk, refrigerator/freezer, stove, and air conditioning.
- Paid utilities.
- Meal package: 500 Cougar Bucks dining incentive (per semester, pending availability).