

## Campus Living Summer Intern POSITION DESCRIPTION 2024

### Department and University Overview

Campus Living at Northern Arizona University houses over 8,200 students and staff in 22 campus living communities (CLCs), including traditional, suite, and apartment communities. Our departmental mission and four foundational value areas work in concert to provide an intentional, comprehensive, and expansive lens guiding all we do and how we do it. Through our values, we ground our approach, priorities, decisions, interactions, services, staffing, resources, processes, policies, reflection, and navigation of complex situations.

Campus Living [Mission Statement](#):

*"We create a welcoming and vibrant campus living experience where students connect, explore, and belong."*

Our [Foundational Value Areas](#):

- Care and Support
- Community and Connectedness
- Equity and Inclusion
- Learning and Development

We value and honor diverse experiences and perspectives, and are [committed to fostering inclusive communities](#) where individuals feel valued, safe, and understood. To promote the success of students, staff, and faculty, we strive to learn about individual and shared human experiences, while advocating for the respect and inclusion of all identities.

Northern Arizona University (NAU) is a public, four-year institution serving more than 24,000 on the scenic Flagstaff mountain campus. Forty-six percent of NAU students are the first in their family to attend college and NAU is an Indigenous- and Hispanic-serving institution.

### Position Summary

The Campus Living Summer Intern is a live-on, project-management-based hourly position working on average 34 hours/week for a 6-week minimum, reporting directly to a Campus Living Coordinator. The 6-10 person Summer Intern cohort supports students, staff, and the department in advancing our mission and foundational value areas through effective, intentional, and innovative projects and initiatives.

Each Summer Intern will be hired for a **primary summer project**, will participate in the **summer professional development program**, and will provide **on-call response** to student concerns, issues with summer camps and conferences, and emergencies and critical incidents in the campus living communities. Each intern will choose or be assigned **an additional 2-4 summer projects** or initiatives, based on time availability. Interns will be supervised by a Campus Living Coordinator (full-time professional) and will receive project guidance from designated staff within Campus Living for each assigned or chosen project. Projects will span the four areas of our Campus Living department (Operations; Facilities; Staffing; and Initiatives and Partnerships) and present opportunities to partner with key campus offices. Each project will provide 6-10 hours of work per week.

The summer intern team will help plan and implement these projects and initiatives while addressing student development needs and trends, contributing to diversity and inclusive excellence efforts, and supporting the mission and values of Campus Living and the NAU Strategic Roadmap.

## Job Functions and Duties

### Campus Living Initiatives and Projects – 75%

- Take responsibility for 3-5 key summer initiatives and projects total across the four core areas of Campus Living: Operations; Facilities; Staffing; and Initiatives and Partnerships. Work as a summer intern team to support and manage additional focus and resources toward emerging and/or complex initiatives that may align with another and/or multiple areas.
- Within the scope of assigned projects, assist with identifying, developing, enhancing, supporting, and assessing programmatic, staffing, and financial collaborative efforts.
- Maintain ongoing department and campus partnerships to implement initiatives, projects, and resources that support CL foundational values, Student Affairs priorities, and the NAU Strategic Roadmap.
- Support goals and priorities in inclusive excellence; promote and demonstrate the department's Commitment to Inclusive Communities and contribute to environments that value and respect individuals and integrate awareness and appreciation of differences.
- Utilize project management software to keep key partners updated on project status.

### Professional Development and Engagement with the Department and University – 15%

- Meet in-person weekly with supervisor for project management support and professional growth and development.
- Communicate regularly with supervisor and project managers as needed to provide accurate, timely, and detailed information.
- Attend the summer intern professional development series and other designated staff meetings, workshops, and developmental opportunities.
- Respond promptly to communication from staff and students.

### Student Support and Crisis/Critical Incident Response – 5%

- Provide on-call response during pre-scheduled shifts including some designated weekdays, weekends, and holidays. Consult with the Manager on-call for high-level situations involving students and follow up with necessary staff accordingly.
- Address emergency and crisis situations appropriately as they arise and work to mitigate community impact.
- Provide support, guidance, and appropriate referrals for community members or camp/conference guests in need of professional services and resources; be knowledgeable of campus and community resources.
- Apply conflict resolution skills when responding to students in crisis, roommate conflicts, student concerns, etc.
- Understand and enforce the policies and procedures of the NAU Student Code of Conduct and CL Standards of Residence; lead with care and an educational focus on student behavior, individual and community impact, and student learning.

### Other – 5%

- Other duties as assigned.

## Qualifications

- **Minimum:**
  - High school diploma,
  - Experience working in an office environment, and
  - Computer and database management skills.
- **Preferred:** Housing or other student affairs experience.

## Knowledge, Skills, and Abilities

- Effective oral and written communication skills.
- Knowledge of administrative practices; organizational, time management, and prioritization skills.
- Conflict resolution and customer service skills.
- Planning, organizing, directing, and facilitating skills.
- Establishes and maintains effective working relationships
- Ability to work independently and as part of a team.
- Ability to meet multiple task deadlines.
- Ability to establish and maintain effective student and staff relationships.
- Understanding of and commitment to a diverse campus community; ability to communicate effectively with individuals from a variety of diverse backgrounds.
- Active listening skills.

## Remuneration and Benefits

- \$19.15/hour (paid bi-weekly)
- Furnished private room within a multi-room apartment on campus.
- Travel reimbursement to Flagstaff up to \$1,000.
- Campus Living Responsible Pet Ownership Policy and Agreement: Live-on summer interns are allowed to own and house pets in staff apartments provided the appropriate steps for approval are taken, and conditions of the pet policy are met. Eligible Animals that may be approved include one cat OR one dog under 75 lbs.

## Terms of Appointment

### Hiring Process and Period of Employment

- Employment offers will be made in compliance with ACUHO-I Intern standards.
- The employment period is a required six-week minimum within mid-May to mid-August 2024. Specific dates will be determined based on individual needs. Preferred start dates: May 25 or June 1.

### Work Hours

- Approximately 32-36 hours/week.
- Interns will clock in/out and be paid \$19.15/hour in pre-tax wage.
- Campus Living is a 24-hour/7-days a week operation and requires some work hours outside of the university's standard business hours.

**Background Checks:** A criminal background investigation and employment history investigation will be performed prior to employment offer.

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process please contact [Disability Resources](#) at 928-523-8773 or DR@nau.edu.

Northern Arizona University does not discriminate on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, veteran status, gender identity and expression, genetic information, or other legally or policy-protected status, in the university's services, educational programs, and activities, including but not limited to, admission to and employment by the university. As a federal contractor, the university is committed to affirmative action in employment for women, minorities, individuals with disabilities and covered veterans.