

Summer Graduate Intern

College of Saint Mary

The Office of Residence Life at College of Saint Mary is looking for a graduate intern who is looking for a unique, exciting summer experience! The Summer Intern would be an integral part of the office and would be directly supervised by the Director of Residence Life. The position is a 10-week internship granted to a current graduate student pursuing studies in Student Affairs or related field. The successful candidate will possess strong interpersonal skills, understanding of residence life operations, creativity, a strong work ethic, and good communication skills.

Specific Responsibilities include:

- Co-Supervise summer resident assistants
- Assist with the everyday operation of the summer residence halls
- Assist with coordination and implementation of summer camps
- Assist with development and organization of Community Days, an orientation for our community of single mothers living on-campus
- Assist with the review of all Residence Halls materials including; Residence Hall Handbook, Residence Life policies, web-page, etc.
- Assist in developing the resident assistant fall training experience
- Serve as an on-call staff member during the summer
- Assist with roommate pairings, communication, and preparation for fall opening
- Experience other interest areas in student affairs to assist with professional development
- Other duties as assigned

The Summer Intern must live on campus in housing arranged by Residence Life. Compensation for this position includes room and a stipend of approximately \$2000.

We hope you consider joining our Residence Life team at College of Saint Mary this summer! You are guaranteed to gain a unique experience as we are one in seven colleges in the US who have a residential facility designed for single mothers and their children. We are committed to the works, values and aspirations of the Sisters of Mercy, College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. This mission inspires us to:

- Academic excellence, scholarship, and lifelong learning
- Regard for the dignity of each person
- Attention to the development of mind, body, and spirit
- Compassionate service to others

About Omaha:

College of Saint Mary is located centrally in Omaha, the largest city in Nebraska. A growing city with metropolitan area population of 850,000 set among the rolling hills of the Missouri River Valley, Omaha is the home of five Fortune 500 companies, a world-class zoo, professional and semi-professional sports teams, and a nationally recognized community theater, ballet, and symphony.

Application:

If interested, please submit your cover letter, resume, and three professional references to eenagh@csm.edu or mail to:

Ellen Engh, Director of Residence Life
College of Saint Mary
7000 Mercy Rd.
Omaha, NE 68106

Applications accepted until position is filled.

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.