

## Leadership in Student Affairs M.A. Program Graduate Assistantship or Internship Position 2022-23



Position Title:	Residence Life Coordinator – Training and Programming
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Concordia University, St. Paul
Institution Description:	Concordia University, St. Paul empowers you to discover and engage your purpose for life, career and service in a dynamic, multicultural, urban environment where Christ is honored, all are welcome, and Lutheran convictions inform intellectual inquiry and academic pursuits.
Supervisor:	Nicky Patton, Area Coordinator; Heidi Goettl, Dean of Students and Residence Life
Department Description:	Concordia University’s Residence Life Department rests under the Dean of Student’s office and the university’s division of Student Life. Rooted in intrapersonal development, interpersonal competence, global and civic engagement, and leadership exploration and development, Residence Life is committed to providing the best on-campus experience for all residents.

<b>Appointment:</b> <input checked="" type="checkbox"/> Academic Year <input checked="" type="checkbox"/> 12 Months <b>Start Date:</b> 8/1/2022	<b>Compensation:</b> <input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds	<b>Remuneration:</b> Week Hours: 15-19 Payment Frequency: <b>monthly</b> Additional Notes:
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### Position Description & Responsibilities

The Graduate Residence Life Coordinator for Programming and Training position assists in the development and delivery of all training aspects within the Residence Life Department. This includes (but not limited to): Resident Assistant fall and spring training, student desk employee training, ongoing professional development for Residence Life staff, and other areas as needed. This position will also have oversight of the residential life curriculum making sure outcomes are met. This also includes gathering items for programs and communication with hall coordinators. This position may serve in an on-call rotation for crisis and high-need situations if the selected candidate is interested and qualified. If so, this position will include a furnished, on-campus apartment.

### Qualifications

- Bachelor’s degree
- Enrolled graduate student in the LSA program at the University of St. Thomas
- Experience working with students on a college campus in roles of a mentor, Resident Assistant, club leader, student employee, or student leader
- Ability to work with students from different backgrounds, races, ethnicities, classes, genders, sex, and orientation from oneself

### Application process & requirements

- **Contact Name:** Heidi Goettl
- **Address:** 1282 Concordia Ave., St. Paul, MN 55105
- **Phone:** 651-641-8704
- **Email:** goettl@csp.edu
- **Materials Needed:** Cover Letter, Resume, 3 Professional References

Instructions for applying: Email application materials to Heidi ([goettl@csp.edu](mailto:goettl@csp.edu)).

Anticipated timeline for scheduling interviews: Initial review of applications will begin in early March with phone interviews following. Potential on-campus interviews in April/May with offers out by mid-May.