

# Student Rights & Responsibilities Intern



SRR Intern  
Scope of Work

Lewis & Clark College

Templeton 103  
[srr@lclark.edu](mailto:srr@lclark.edu)  
503.768.8181

Purpose	<ul style="list-style-type: none"><li>To prepare for a career in Student Affairs</li><li>To develop mediation and resolution skills</li><li>To gain global perspective on organizational processes</li></ul>
Role	<ul style="list-style-type: none"><li>Assist with special projects</li><li>Support efforts to promote mutual respect, personal accountability, responsible decision-making, and civil discourse</li><li>Provide student perspective in conduct processes</li></ul>
Duties	<p><i>The intern works approximately 15 hours a week, and performs the following duties:</i></p> <ul style="list-style-type: none"><li>Assists with administrative tasks in office, including scheduling and case completion</li><li>Organizes informal resolution meetings with committee members and students</li><li>Serves as a Resolution Coordinator, and attends associated trainings</li><li>Assists with Student Rights &amp; Responsibilities projects</li><li>Participates in the Student Life Division Internship Cohort</li><li>Attends Student Rights &amp; Responsibilities staff meetings</li><li>Meets regularly with supervisor</li><li>Develops content for and facilitates trainings</li><li>Writes one report each semester outlining proposed improvements to policy and processes</li></ul>
Requirements	<ul style="list-style-type: none"><li>Full time student in good academic and disciplinary standing</li><li>Must live on campus</li><li>At least 2.5 cumulative GPA</li></ul>
Preferred Qualities	<ul style="list-style-type: none"><li>High level of administrative competence</li><li>Facilitation skills and attention to detail</li><li>Ready to accept and work with changing conditions</li><li>Prior service as in a conflict resolution leadership role on campus, such as a Resident Advisor</li></ul>
Compensation	<ul style="list-style-type: none"><li>Double room rate credit to your student account towards your on campus housing</li></ul>
Reports to	<ul style="list-style-type: none"><li>Assistant Dean of Student Rights &amp; Responsibilities</li></ul>
Further Information	<ul style="list-style-type: none"><li>Charlie Ahlquist, 503.768.8181, <a href="mailto:srr@lclark.edu">srr@lclark.edu</a></li></ul>