

Student Rights & Responsibilities Intern



SRR Intern
Job Description

Lewis & Clark College

Templeton 103
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503.768.8181

Purpose	<p>To prepare for a career in Student Affairs</p> <p>To develop mediation and resolution skills</p> <p>To gain global perspective on organizational processes</p>
Role	<p>Assist with special projects</p> <p>Support efforts to promote mutual respect, personal accountability, responsible decision-making, and civil discourse</p> <p>Provide student perspective in conduct processes</p>
Duties	<p><i>The intern works approximately 15 hours a week, and performs the following duties:</i></p> <p>Assists with administrative tasks in office, including scheduling and case completion</p> <p>Organizes informal resolution meetings with Committee members and students</p> <p>Serves as a Resolution Coordinator, and attends associated trainings</p> <p>Assists with Student Rights & Responsibilities projects</p> <p>Participates in the Student Life Division Internship Cohort</p> <p>Serves as chair of the Student Rights & Responsibilities Board</p> <p>Attends Student Rights & Responsibilities staff meetings</p> <p>Meets regularly with supervisor</p> <p>Develops content for and facilitates on-going training materials</p> <p>Writes one report each semester outlining proposed improvements to policy and processes</p>
Requirements	<p>Full time student in good academic and disciplinary standing</p> <p>Must live on campus</p> <p>At least 2.5 cumulative GPA</p>
Preferred Qualities	<p>High level of administrative competence</p> <p>Facilitation skills and attention to detail</p> <p>Ready to accept and work with changing conditions</p> <p>Prior service as in a conflict resolution leadership role on campus or as a Resident Advisor</p>
Compensation	<p>Double room rate credit to your student account towards your on campus housing</p>
Reports to	<p>Assistant Dean of Student Rights & Responsibilities</p>
Further Information	<p>Charlie Ahlquist, 503.768.8181, srr@lclark.edu</p>