Department: Residence Life and Griz Card Center

Mission Statement

Residence Life provides safe, clean, healthy and affordable living and learning facilities that fosters an inclusive community living environment for students, staff, faculty, and guests. Services provided in these facilities support and nurture educational experiences and personal development at The University of Montana.

The Griz Card Center strives to support the educational mission of the University of Montana by providing an essential identification and access management system to the campus community using innovative technology and collaboration across campus to deliver convenience, efficiency, statistical data, and security using one card. The Griz Card functions as the University photo identification card and serves to authenticate access to resources and services on and off campus.

Responsibilities

Weekly Schedule*

1. Participate in an introductory meeting with the Director of Residence Life:
   - Review mission and office structure (org chart), staffing, etc.
   - Discuss strategic plan and core values
   - Plan the balance for the four week schedule to incorporate those items listed below

2. Take tours of the residence hall, University Villages, Griz Card Center and Lewis and Clark facilities.

3. Shadow the residence hall, University Villages, Lewis and Clark Villages, Griz Card Center office staff to gain and understanding of each office and their procedures.

4. Interview the RLO Leadership Team:
   - To learn what their specific functions are
   - To discuss how they became student affairs professionals
   - To identify desirable tracks for education in this field
   - Discuss suggested reading applicable to the field
   - Discuss Living Learning Communities with Assistant Directors and Program Coordinator

5. Participate in the RLO special activities:
   - Student programming activities, staff selection process, student conduct hearings, staff training, etc.
   - May be required to work evenings and weekends.

6. Attend RLO Leadership Team, Griz Card Center Staff, Supervisory Staff, Community Assistant, and Village Assistant, and hall staff meetings:
   - To observe interactions, leadership styles, group dynamics, etc.
   - Have a short follow-up meeting with unit director to discuss observations and questions

7. Attend selected RLO and Griz Card Center presentations:
   - Student orientation programs, Advocate training, classroom presentations.

8. Review the RLO and Griz Card’s websites:
   - To learn about the unit
   - To identify areas that may be unclear to students
   - To offer suggestions for improvement

9. Observe/Job Shadow specific staff members:
   - Resident Assistant
   - Resident Technology Assistant
   - Community Assistant
10. Participate in an exit meeting with the RLO Leadership Team:
   - To clarify any questions or misperceptions
   - To review the "Supervisor's Evaluation of the Intern" form
   - To discuss possible interest in a one-semester internship

**Observation and Job Shadow Opportunities**  Residence Life employs 50+ classified and management staff including plumbers, painters, carpenters, electricians, administrative staff and manager together with approximately 100 students each semester. Interns in RL will shadow a variety of management and classified personnel depending on availability.


**Learning Outcomes**  SAIL Interns in Residence Life will understand:
1. The significance of a student-focused, self-operated housing operation.
2. The business and programming model of University of Montana Residence Life including the organizational structure and role descriptions within the department.
3. Employment opportunities in college housing operations.

**Assessment**
Assessment will include, but is not limited to, the department's evaluation of the SAIL intern following the four week rotation and the intern's evaluation of the department.

**Terms of Employment**
This is a four week rotation with the option of continuing the next semester. The 15 – 20 hours per week schedule is flexible and is based on classes and availability. Students will be compensated at $10.00 per hour and receive an in-state tuition waiver.

**How to Apply**
Application process is through the SAIL program. For application and additional information, go to the Student Affairs website at [www.umt.edu/sa](http://www.umt.edu/sa)

**Department Contact Information**
1. Rita Tucker, Associate Director of Residence Life at 406-243-2611 or rtucker@mso.umt.edu
2. Contact the SAIL Coordinator Byron Drake at 406-243-4139 or byron.drake@mso.umt.edu