Agnes Scott College
Office of Residence Life
Graduate Student Internship/Practicum Opportunity

Agnes Scott College is pleased to announce an internship/practicum opportunity for graduate students in Higher Education Administration/Student Affairs. This position is a unique opportunity to gain experience with Office of Residence Life at a women’s college and is available for summer 2015.

Position Description: The intern/practicum student will work closely with the Director of Residence Life on a variety of projects to prepare for the 2015-2016 academic year.

Major responsibilities include:

- Providing customer service and front office coverage as scheduled
- Supplying administrative support to the housing application process
- Assisting with student check in and check out for summer move-in/move-outs
- Along with the DRL, conducting facility inspections for maintenance, health and safety needs
- Generating a department inventory list of furniture and equipment condition
- Organizing department supplies and resources to improve office efficiency
- Editing and updating department forms and publications as needed
- Participating in departmental committees and projects when requested
- Other duties as assigned

Qualifications and Experience: Seeking a graduate student who is enthusiastic, flexible, team oriented and excited about the opportunity to gain experience at a small, liberal-arts, women's college.

- Current graduate student (master’s or doctoral) in Higher Education, Student Affairs or similar program.
- Availability of 15-20 hours per week throughout the summer.
- Prior Customer Service experience preferred.
- Working knowledge of Microsoft Office Word, Excel and Powerpoint
- Ten week commitment working May 22-July 31st (negotiable dates)
- Experience in Housing and Residence Life is helpful, but not required.

Compensation:

- 1-bedroom furnished apartment with all utilities including cable, internet and wifi access

Setting and Description:
Agnes Scott is a college you have to see to believe. It's not just a beautiful place though its beauty will surprise you and its aura will lure you in and everything you thought you knew about women’s colleges will evaporate in the midst of this powerful and warm community. - from Colleges That Change Lives, 2012.
You will quickly discover why U.S.News & World Report ranks Agnes Scott College 2nd nationally in "Schools to Watch," among the top 10 liberal arts colleges in the South and a best value number 22 among all colleges in the country. Agnes Scott has previously been named number two in the nation for "Most Beautiful Campus" by The Princeton Review. The campus' 100 shaded acres are about five miles from Atlanta's city center.

EEO Statement:
Agnes Scott College does not discriminate on the basis of, race, color, national origin, religion, sex, sexual orientation, age, disability or genetic information, gender identity and gender expression or any other characteristic protected by law in its employment. Agnes Scott College has a strong commitment to diversity and urges members of underrepresented groups to apply.

To apply:
Email your resume, cover letter and contact information for three references to Adrina Russell, Director of Residence Life, at arussell@agnesscott.edu.

Agnes Scott College educates women to think deeply, live honorably and engage the social and intellectual challenges of their time.