

# **Programming Intern Job Description 2017-2018**

(Must have served as a current RA, PA, or an active member on a res council in order to apply)

The Programming Intern strives to foster a community throughout the Warren Residential Complex. The main role of this position is centered on programming at the Warren Student Activity Center (SAC). The Programming Intern, along with a team of 3-4 SAC Program Assistants, will put on events at SAC for Weeks 1- Finals Week. The programs do not have to be original programs. For example, SHA's can have a program at SAC in which the PI and PA's organize. The idea is to have at least one event happen at SAC each week.

## **Secondary responsibilities include:**

1. Assisting in outreach to Warren residents
2. Welcome Week events
3. Provide counseling referrals as appropriate to your group.
4. Schedule a weekly 1:1 with your Assistant Director of Residence Life supervisor
5. Facilitate weekly meetings with Programming Assistants
  - a. Set the agenda
  - b. Keep the group on track
6. Responsible for administration of area budget
7. Command Performances
8. Responsible for submitting PA's programming blurbs to RA's to include in their newsletters prior to the deadline. All events are posted on the Warren website and in the weekly Warren Events Calendar through the Student Affairs Office.
9. Programming
  - a. Put on at least one event per week (Weeks 1- Finals) for each quarter
    - i. At least one program must be community service focused for each quarter
  - b. Keep communication open with your PA staff regarding programming so they are publicizing in a timely manner
  - c. Keep PA's on track (pre-programming forms, reimbursement forms, evaluation forms, publicity, etc.)
  - d. Maintain quarterly programming report (due before you leave for breaks/end of the year)
  - e. Responsible for maintaining the glass case outside of SAC as well as the bulletin board inside of SAC
10. Office Operations
  - a. You will work a 3 hour shift at ResLife each week.
11. The PI is a staff member of the Res Life RA team. Therefore, the PI will perform all duties as a RA (other than the resident aspect). See RA Job Description for more information.
12. Other duties as assigned