



## Intercultural & Spiritual Life Intern Position Description

### POSITION INFORMATION:

Position Supervisor: Assistant Dean of Students - Intercultural & Spiritual Life

### POSITION DESCRIPTION:

The Intercultural & Spiritual Life Intern will serve and support the Assistant Dean of Students - Intercultural & Spiritual Life, and any other Intercultural & Spiritual Life student leaders to promote spiritual life and intercultural engagement on campus by assisting with large campus ministry events, service learning projects, and large intercultural life events. The Intercultural & Spiritual Life Intern role reflects the mission and values of the institution through service, learning and leading and will grow interpersonally and intrapersonally through the cycle of Reflection - Articulation - Action. The Intercultural & Spiritual Life Intern will also develop the capacity to help lead others through this cycle as well. The specific responsibilities and qualifications for this role are outlined below

### RESPONSIBILITIES:

1. Work collaboratively with the Assistant Dean of Students, and any other team members to plan and execute intercultural & spiritual life programming and events.
2. The Intercultural & Spiritual Life Intern will be responsible for assigned administrative duties related to the day to day operations of the area in which they serve. All responsibilities will be conducted with guidance and assistance from their direct supervisor.
3. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.
4. Develop and maintain positive relationships with the student body, through availability, accountability, creativity, credibility, and confidentiality.
5. Create space to be present with and supportive of peers in their spiritual growth and development.
6. Create space to be present with, learn about, and engage in a diversity of cultures and experiences, emphasizing the importance of our call to value diversity in our community
7. Promote and support intercultural & spiritual life events on and off campus.
8. Fulfill assigned office hours for administrative tasks and general presence on campus at select times.
9. Perform other duties as needed and directed by supervisor.

**Training and Development:** The Intercultural & Spiritual Life Intern is expected to seek and participate in meaningful training and development opportunities. Some of these opportunities will be provided by The Center for Student Life and will be communicated in advance to ensure the ability for schedule adjustments for participation.

**Student Life Leadership Program:** The Intercultural & Spiritual Life Intern is a member of the Center for Student Life's Student Leadership program. Student Leaders have the privilege of shaping the student experience at Rochester Christian University through example, programming, leading, serving, researching, and reflection. Through the course of the academic year, Student Leaders will:

1. Commit to the ongoing mentoring and leadership of students entrusted into your care
2. Assist and engage in move-in day(s) and Warrior Week.
3. Attend and participate in RCU's Student Leadership Retreat
4. Attend and participate in regular staff meetings as determined in August training
5. Arrive early to campus for scheduled all-day training in preparation for the Fall semester

**ELIGIBILITY REQUIREMENTS:**

- Must maintain a 2.5 GPA and be in good judicial standing with Rochester Christian University. If the student fails to maintain a 2.5 GPA, the student will be placed on an Academic Success Plan with their immediate supervisor.
- Personal life supports the mission, values and goals of Rochester Christian University
- Displays high moral character and models Christian spirituality with their actions
- Participates in an active community of faith
- Demonstrates enthusiasm for the university, students, faculty, staff and co-curricular programming
- Posses an appreciation of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Functions effectively in a team environment
- Exhibits analytical and problem-solving skills
- Demonstrated ability to prioritize multiple tasks and responsibilities

**POSITION COMPENSATION:**

Compensation is determined by individual financial aid packages and institutional awards. The basic compensation structure for the Intercultural & Spiritual Life Intern is as follows:

- \$1,000 stipend to be paid out bi-weekly over the course of the academic year
- \$1,500 scholarship