GENERAL STATEMENT OF DUTIES: The Graduate Intern for Living-Learning Communities (LLCs) assists with the implementation and assessment of the Living-Learning Community Program at UMass Lowell.

SUPERVISION RECEIVED: Works under the supervision of the Coordinator of Living-Learning Communities.

SUPERVISION EXERCISED: Functional supervision of 2-3 Living-Learning Community Program Assistants (Work-Study Undergraduate Students).

CORE DUTIES:

- Develop and implement a social media strategy that will engage our 1,800+ LLC students (37% of Residential Population).
- Assist in the creation of LLC Advisor, Hall Director and RA Training Resources.
- Serve as a member of the Residential Education Committee and provide leadership in the visioning and planning of LLC Residential Curriculum implementation, training and assessment.
- Assist in the planning, implementation and assessment of LLC Kick-Off Event(s) to welcome and orient LLC students and faculty advisors.
- Assist in the facilitation, promotion and expansion of the Virtual Passport Program (an LLC specific rewards program) through collaborating with campus partners.
- Support LLC assessment initiatives, such as data collection, report writing, learning outcome mapping, and the data mining of the results of Assessment of Collegiate and Residential Environments and Outcomes (ACREO) Survey. Work to implement necessary programmatic changes in preparation of the upcoming academic year.
- Support LLC expansion efforts and assist with new initiatives.
- As time permits, attend LLC Team meetings and large-scale events, departmental staff meetings, Division Meetings, etc...
- Assist with building the brand of the LLC Program through developing displays, informational brochures, pamphlets and other written materials for LLC marketing and recruitment initiatives.
- Functionally supervise 2-3 work-study students who help to manage the brand of the LLC program.
- Other duties as assigned.
ESSENTIAL FUNCTIONS

While all responsibilities listed are important to the role, the following are considered essential functions and must be able to be completed by the person assuming the position:

- The ability to work a minimum of 10 hours per week. Hours can be flexible based on program requirements.
- The ability to complete administrative tasks as required.
- The ability to learn and use computer programs, and maintain a positive social media presence.
- The ability to work in a fast-paced environment that is committed to student success, innovation and creativity.
- Some weekend and evening work required (Open Houses, Accepted Student Days, RA Training, Kick-Off Events, etc…)

QUALIFICATIONS

- Applicants must be enrolled in a Higher Education/Student Affairs/Counseling Graduate Program.
- Solid written and verbal communication skills; strong customer service orientation; ability to interact well with the diverse segments of the UMass Lowell community.
- Strong organizational, time management, programming, and interpersonal skills.
- Must have an understanding of and be committed to college student development.
- Preference will be given to candidates with previous Living-Learning Community experience.
- Preference will be given to candidates with previous event planning, advertising, video production and social media marketing experience.
- Preference will be given to candidates with assessment experience.

COMPENSATION

- This is an unpaid practicum experience (for credit only).

For consideration, please email a Statement of Interest and Resume to:

P. Max Quinn, M.Ed.
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