
The Office of Student Development

In collaboration with students, faculty, staff and families, the Office of Student Development facilitates students' transformation and enriches their educational experience by embracing their goals, dreams and aspirations. OSD offers opportunities for engagement in educationally purposeful activities, challenges students to develop academically and personally, provides the support necessary for them to do so, and advocates for their needs.

Student Leadership

Student leaders play a vital role in shaping campus life. While our leadership opportunities are diverse, each position carries the common goal of promoting academic excellence and purposeful engagement within and beyond the Woodbury community. Student leaders are able to effect change on campus through mentoring, advocacy, peer education and program planning. They experience the fulfillment of service, as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

Student Leader Commitment

When you make a commitment to a campus leadership position, you are making a commitment to serve your fellow students. You will be expected to make the integrity and the needs of the campus community a priority in your daily life by conducting yourself with high ethical standards, developing a thorough understanding of campus policies and procedures, and taking your role as a student advocate seriously. You will be provided with tools necessary to do this during Fall & Spring Training and in-services (2 per semester). Participation in each of these opportunities is required.

The Role of the Student Life Intern:

The Student Life Intern at Woodbury University is housed in the Office of Student Development. The Student Life Intern position provides an opportunity to develop firsthand knowledge of student life at Woodbury University and gains hands-on experience in many areas within the Office of Student Life

Specific Student Life Intern Responsibilities

- Attend training sessions as designated by supervisor.
- Attend all one-on-one meetings and additional meetings called by their supervisor or the Office of Student Development.
- Work 10 hours a week at the Whitten Center during the summer and academic year.
- Duty: The Intern will serve as a backup for Residence Life when needed.
- While on duty the Intern must be on campus.
- While on duty the Intern must carry and respond to the duty cell phone.
- Rounds should be completed at least twice on weekdays and three times on weekends, and will consist of the following:
 1. Documenting maintenance concerns.
 2. Addressing safety and security issues.
 3. Interaction with residents.
 4. Informing residents of upcoming programs or procedures.
 5. Enforcement of policy, such as excessive noise.
- Maintain a standard of personal and professional conduct commensurate with his or her responsibilities.
- Assist with the planning and evaluation of PPDV 222 class.
- Assist the Program Coordinator for Student Life in planning and implementing revisions to the SORC and organizations' manual.
- Research and develop methods to organize and maintain information within the portal related to student organizations.
- Restructure the SORC student organization files
- Create publications and other visual media for the Office of Student Development.
- Cover the receptionist area (as needed)
- Other OSD staff will assign specific projects/responsibilities based on departmental needs.

Qualifications

- Maintain a verifiable cumulative and semester GPA of 2.5 or above and be in good standing with the University.
- Must have completed a full semester at Woodbury at time of application.

Remuneration for the Student Life Intern

\$10 per hour (may be \$11/hour based on prior experience in comparable position) or equivalent compensation toward a single room

The Student Life Intern will work 15 hours per week during the summer and 10 hours per week during the academic year.

Under no circumstances may your total weekly hours of on-campus work exceed 29 hour per week.