

**EMORY**  
RESIDENCE LIFE & HOUSING  
*A Division of Campus Life*

**Residence Hall Director Fellowship**

**Volunteer Emory**

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**Description of Position:**

The role of the Campus Life Fellow is to expand and deepen the engagement of Volunteer Emory with graduate, professional and undergraduate students. As Emory implements the Strategic Plan's theme of Preparing Engaged Scholars, Volunteer Emory seeks to strengthened programming for graduate and professional students, SHARE house residents and increase opportunities for alternative break experiences. This position requires experience in community service, commitment to asset-based community building, the ability to plan and implement programs for a broad range of students, and sensitivity to student development. The Fellow will work with staff in the Office of Student Leadership and Service (OSLS), and offices across campus.

**Responsibilities:**

- Develop relationships with staff and faculty in graduate and professional programs across the University, to assist them in providing service opportunities for their communities.
- Plan cross-division service opportunities for grad, undergrad and professional students (e.g. service mixers for multiple graduate/professional programs)
- Engage grad and professional students in ongoing Volunteer Emory service opportunities; assist Volunteer Emory staff in developing publicity that reaches graduate/professional students, and adjusting programs to make them more appealing to the graduate/professional audience
- Support development of SHARE House residential service program, working closely with the RA and residents to develop service-oriented programming (both hands-on and educational).
- Work with other residential programs on campus (theme housing and traditional residence halls etc.) to support and develop service initiatives for all students in campus housing
- Assist Volunteer Emory Coordinator/Director with leadership on alternative break trips and other projects as needed
- Meet regularly with members of the Volunteer Emory and OSLS office
- Create systems for sharing volunteer, internship and career opportunities (in the nonprofit field) with grad and professional students
- Work with the Volunteer Emory Director/Coordinator to plan and implement a recognition program for exemplary community involvement
- Develop occasional (approximately four/academic year) weekend service projects (in Atlanta and the Southeast) for students across campus
- Other responsibilities as assigned and negotiated.

**Reportability:**

The Campus Life Fellow reports directly to the Director of Volunteer Emory and coordinates with other staff members.

**Qualifications Desired:**

Bachelor's Degree; demonstrated experience in educational programming and special event planning; strong community service experience; strong organizational skills; excellent written and verbal communication skills; and public relations and customer-service skills.

**Additional Information:**

Work hours for the Campus Life Fellow during the academic year are very flexible, with required hours for particular events. The Director of Volunteer Emory will negotiate the Fellow's hours with the Fellow.

**Terms of Employment:**

The Volunteer Emory fellowship will begin the day after Labor day. The fellow will be expected to work 20 hours/week at his/her designated fellowship, and 20 hours/week for the duties assigned as a RHD.

**Emory University is an Equal Opportunity Affirmative Action Employer.**