

Student Intern Position Description

Website: <http://reslife.tamu.edu/employment>

The Department of Residence Life at Texas A&M University serves an on-campus population of approximately 11,000 students in a variety of residence halls and apartment living spaces. The department also supports a student Research Team who specifically work on a variety of active research project(s) with the Academic Support Initiatives area of the department. Duties of Student Interns within Academic Support Initiatives are beyond those of typical student employee positions. The objective of student interns is to work with the Research Team within the department and for the student to gain valuable experience directly tied to their field of interest.

Mission:

The purpose of the Research Team is for undergraduate and graduate students to choose one or more of the available research projects within the area. The student will work with a faculty supervisor or research mentor to complete this project-based assignment/experience. Some experiences will be team-oriented while others may be independent projects.

Required Terms of Employment & Qualifications:

- Must be a full-time student in good academic and conduct standing as defined by TAMU
- Required to maintain a minimum cumulative GPA of 2.50 at time of application and throughout term of employment/engagement
- Strong interest in research and understanding of how research team experiences connects to career goals
- Ability to relate well with students, faculty, and administrators
- Demonstration of responsibility, positive attitude, confidence, flexibility, team orientation, strong interpersonal skills, and high energy
- Must be available to attend trainings, research team meetings, office hours, presentations, and other meetings as necessary which may be before the start or after the conclusion of the academic term
- Ability to be self-directed with excellent written and verbal communication skills
- If paid internship option is selected, must be able to provide proof of identity and employment eligibility
- If paid internship option is selected, must pass criminal background check

Preferred Qualifications & Interests:

- Interest in the on-campus experience, student learning and development, education, leadership, peer mentorship, and other social science topics
- Previous experience or exposure to social science and other areas of study
- Reside in Residence Life managed on-campus housing at Texas A&M University

Responsibilities:

In general, the minimum expectations for the Student Intern position are:

- Ability to designate approximately 2-15 hours per week to complete activities, meet regularly with faculty or research mentor, and attend relevant meetings
- Complete and stay current on all departmental and research compliance trainings
- Attend and actively participate in regular research supervisory meetings with the faculty member or the research mentor
- Accomplish administrative tasks which include but are not limited to program literature syntheses, data collection, data entry and processing, data analysis, and write-ups.
- Staff resource tables to share program information and resources at various events – as needed
- Be available for formal and informal interaction with the participants in assigned residences for the purposes of research studies
- Complete regular research team journal entries and reflections

Benefits:

The benefits of Student Interns within Academic Support Initiatives may include:

- Significant leadership experience
- Personal and professional development through regular interactions with faculty and/or research mentor
- Clarifying career goals through the research process
- Opportunity to work with faculty and staff across campus
- May provide funding to support research efforts including but not limited to conference registration, travel, printing and publication costs

Compensation:

Compensation for Student Interns can be provided accordingly:

Option 1 – Unpaid Intern who Receives Course Credit

Students will receive course credit that fulfills an aspect of their degree requirements. Course credit is the form of compensation for the intern’s contributions to the research team. Students are encouraged to consult with their academic department’s academic or major advisor to ensure courses fulfill degree requirements prior to participating. Common undergraduate courses students for which students receive credit (1-4 hours) are Internship, Co-Op, and Undergraduate Research. Students will need to complete the Texas A&M University Student Intern/Volunteer Waiver.

Option 2 – Paid Intern

Students will be paid an hourly rate for their contributions to the research team. Student Interns must be able to provide proof of identity and employment eligibility as well as pass criminal background check. Students will be paid for their hours worked following the bi-monthly pay schedule.

Additional Undergraduate Research Scholars Opportunity:

Regardless of compensation method, undergraduate students may consider completing the Undergraduate Research Scholars opportunity in tandem with their work with the Research Team. This is an optional but strongly encouraged experience.

Undergraduate Research Scholars engage in a two-semester (fall/spring) research project conducted under the supervision of a Texas A&M University faculty mentor that culminates in a public presentation and written thesis. This program seeks to involve any eligible undergraduate in the “graduate student” experience and introduce them to the academic publication process and scholarly community. Additionally, this program plays an important role in ensuring the unified format of undergraduate theses published at Texas A&M University. Benefits for completing the Undergraduate Research Scholars program are: a research transcript notation, graduation regalia including a medallion, opportunity to complete an undergraduate research thesis, and more!

Employee Name

Employee Signature

Date

Supervisor Signature