General Description

University Student Housing at Texas Tech University Promotes Each Student’s Learning Experience by creating safe, supportive learning environments for academic and personal success. University Student Housing is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The Housing Facilities Intern, as an educator, works with Housing Facilities Professionals to assist in achieving our mission and goals. As a member of the University Student Housing staff, the Housing Facilities Intern will assist in various areas of housing facilities, which could include the development of comfortable learning communities that foster academic success, as well as assisting individuals with their personal needs and concerns.

Essential Functions

Essential functions or fundamental job responsibilities for the position of Housing Facilities Intern include having the ability to: (1) travel between assigned areas and other departmental facilities; (2) direct and respond to fire alarms and other emergencies; (3) manage the physical conditions of the residence hall facilities; (4) operate a computer system using various types of software applications; (5) ascend and descend multiple flights of stairs, especially in cases of emergencies; (6) operate the established manual University key lock system and University Student Housing Access system; and (7) operate a hand held radio.

Essential functions necessary for the position in the area of communications include the ability to: (1) read reports, gather and analyze data and compile information for written reports; (2) prepare written memorandums and documents and compile the numerous forms needed in the daily operation of managing the residence halls; and (3) communicate effectively, both orally and in written manner, with residents, parents, visitors, faculty, and staff. Non-essential job responsibilities include having the ability to operate the various types of office equipment including: calculator, printer, and computer.

Goals of the Internship

Texas Tech University will provide the Housing Facilities Intern with experiences in various facets of housing facilities. These experiences may include: the residence facilities operations; central office and administrative functions; formal and informal meetings with leaders from The Division of Administration and Finance; The Division of Enrollment Management & Student Affairs; and University Student Housing; Orientation (students and family); and summer conferences. The Office of Housing Facilities’ goal is to provide the Housing Facilities Intern
with an overview of University Student Housing at Texas Tech University while allowing for active participation and feedback from the intern. By spending time in various areas of the department, the intern will gain a broad perspective and be able to provide valuable feedback and information from their prospective institution. Additionally, the intern will have the ability to develop the internship to better suit their educational needs and interests. All ACUHO-I interns will assist in the coordination, planning, and implementation of a drive-in workshop for interns throughout the SWACUHO region, hosted by Texas Tech University.

Responsibilities

The Housing Facilities Intern is supervised by the Assistant Director for Housing Facilities.

The Housing Facilities Intern will assist with Housing Facilities Projects. These projects may include: learning to interpret blueprints and contract specifications for the renovation of multiple bathrooms, complete window replacements, and other projects, representing the Residence Life frame of reference in Facilities project meetings and functions, Coordinating between Residence Life and Facilities for utility shutdowns, Assisting Custodial with New Student Orientation session turnovers, shadowing multiple Leaders in the different sections, trades, etc., representing Facilities in the Conference Stakeholders Meetings, working with Sustainability initiatives and Utility usage/billing analysis; research and analysis of the work order system; assisting with interpreting and communication of assessments; assisting with project development; and assisting with the development of academic partnerships. The Housing Facilities Intern may also work in the Housing Facilities office on other projects.

The Housing Facilities Intern may have the opportunity to attend project meetings and senior staff meetings.

The Housing Facilities Intern is a vital member of the residence hall community and the University Student Housing Staff. The Housing Facilities Intern is expected to work with the facilities management team in maintenance, renovation, housekeeping and interior design, purchasing/inventory, sustainability and other departmental staff in the development and implementation of management and learning initiatives for the entire housing facilities operation. The Housing Facilities Intern will serve on departmental committees and task forces as assigned by supervisory personnel and will have opportunities to create and implement intentional experiences that support the department and university mission, present programs, participate in continuing education activities, and assist with collateral assignments when requested.

Requirements

This position is designed for an individual pursuing a Master’s degree. A Bachelor’s degree is required. Applicants in a Higher Education or related graduate program with an expressed interest in Housing/Residence Life will be given first consideration. Special consideration will be given to the candidates identifying Facilities
The Housing Facilities Intern position is considered a security sensitive position. Applicants must pass a criminal background check and drug screening before being allowed employment. All candidates will be required to submit academic transcripts to verify educational status. Applicants who wish to have their partner live on campus with them will be asked to verify marital status as defined by Texas State law.

Texas Tech University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all.

**Remuneration**

The Housing Facilities Intern position is a temporary appointment with a salary of $300 per week or $1,200 per month for 30 hours per week. Additional benefits include a Student Recreation Center pass, and usage of the university library. The State of Texas does not have a state income tax.

ACUHO-I Interns will share a furnished, air-conditioned, three or four bedroom apartment within the assigned residence complex with at least one other ACUHO-I Intern at no expense. Apartments include a small kitchen unit, Ethernet connections, and basic cable television. A meal plan is provided while the dining halls are in service. Parking is available upon the individual purchase of a campus parking permit (approximately $80.00 for the summer).

**TO APPLY, PLEASE CONTACT:**

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