GENERAL DESCRIPTION

University Student Housing promotes each student’s learning experience by creating safe, supportive learning environments for academic and personal success. University Student Housing is committed to the development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The University Student Housing Marketing and Communications Intern, as an educator, works with Student Housing professional staff to assist in achieving our mission and goals. As a member of University Student Housing, the Student Housing Marketing and Communications Intern will assist in various areas of marketing and communications, which could include the development of marketing publications, promotional materials and other projects including: design; content; budget; branding; time-lines; editing; pre-press; and printing.

ESSENTIAL FUNCTIONS

Essential functions or fundamental job responsibilities for the job of University Student Housing Marketing and Communications Intern include the ability to: (1) work in University Student Housing Marketing and Communications Office and assist students, parents and employees as needed; (2) process all paperwork and electronic files as directed; (3) provide direct feedback for possible procedural improvements; (4) operate computer systems using various types of software applications; (5) ascend and descend multiple flights of stairs, especially for filing and file retrieval issues; (6) work with the housing compliance team to validate possible off campus exemptions; and (7) travel between assigned areas and other departmental facilities. If a Texas Tech vehicle is used, this will require a valid driver’s license and proof of Insurance.

Essential functions necessary for the job 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: laminator, cutter, printer, and computer.

GOALS OF THE INTERNSHIP

Texas Tech University will provide the University Student Housing Marketing and Communications Intern with experiences in various facets of University Student Housing. These experiences may include: researching; identifying and interpreting the client’s image and graphic design needs; and to formulate solutions through initial concepts and thoroughly developed proposals. Concepts must accurately portray the goals and objectives of the client and appropriateness for the target audience. The University
Student Housing Marketing and Communications Intern may also prepare written, visual, and oral presentations to clients for visual communication and graphic design needs. University Student Housing’s goal is to provide the University Student Housing Marketing and Communications 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 housing 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 University Student Housing Marketing and Communications Intern is supervised by the Manager of Marketing and Communications.

The University Student Housing Marketing and Communications Intern will assist with various summer assignments, including summer conferences, and New Student Orientation. Job duties may include: assisting the Manager of Marketing and Communication for University Student Housing marketing efforts; websites; press releases; newsletters; publications; other communications; and special events. The Intern will also oversee development and implementation of the University Student Housing brand and department adherence to the Texas Tech University branding guidelines. The University Student Housing Marketing and Communications Intern will also assist with strategic marketing and public relations campaigns. The University Student Housing Marketing and Communications Intern must have the ability to work with a diverse public: faculty, staff and campus/community partners.

The University Student Housing Marketing and Communications Intern will attend all staff meetings of the Marketing department. Staff attending these meetings includes: the Associate Director of Client Relations, Welcome Center, Marketing, and Information Technology; Housing Advisors; Student Ambassadors; Coordinators of Compliance, Client Relations; and visiting guests. Additionally, the intern may have the opportunity to attend other worthwhile meetings.

The University Student Housing Marketing and Communications Intern is a vital member of the University Student Housing Marketing and Communications staff and the residence hall community. The Student Housing Marketing and Communications Intern is expected to work with the Manager of Marketing and Communications, the marketing team and other full time and part time housing staff in the development and implementation of marketing initiatives for the entire University Student Housing operation. The University Student Housing Marketing and Communications Intern may serve on departmental committees and task forces as assigned by supervisory personnel and will have opportunities to create and implement intentional experiences which support the department and university mission, present programs, participate in continuing education activities, and assist with assignments when requested.
REQUIREMENTS

This job 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. Marketing and Communications prefers a candidate who would be available most of the summer but, will consider specific needs of any candidate.

The University Student Housing Marketing and Communications Intern job is considered a security sensitive position. Applicants must pass a criminal background check and drug screening before 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 University Student Housing Marketing and Communications Intern job 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, wifi 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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