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 Training and Recruitment Intern, as an educator, works with the Residence Life professional staff to assist in achieving our mission and goals. As a member of University Student Housing, the Residence Life Intern will assist in various areas of residence life, 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 job of Training and Recruitment 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 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: calculator, printer, and computer.

GOALS OF THE INTERNSHIP

Texas Tech University will provide the Training and Recruitment Intern with experiences in various facets of student housing and residential life. These experiences may include: residence education operations; central office and administrative functions; formal and informal meetings with leaders from Division of Administration and Finance; Division of Enrollment Management & Student Affairs; University Student Housing; Red Raider Orientation (students and family); and summer conferences. The Office of Residence Life’s goal is to provide the Residence Life 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.

Please review our housing website and ACUHO-I housing internship curriculum for a more detailed description of our internship program and 15 internship opportunities: [housing.ttu.edu/employment/professional](http://housing.ttu.edu/employment/professional).

**RESPONSIBILITIES**

The Training and Recruitment Intern is supervised by an Assistant Director for Residence Life.

Projects may include: assisting with the recruitment and training of student and professional staff; assisting with the development and communication of assessments; assisting with development of academic year development series; serving on summer task groups; and assisting with the development of academic partnerships. This job will also assist in researching best practices in the area of training and recruitment. The Residence Life Intern may also work in the Residence Life office on other projects, as well as have the opportunity to work with the Senior Associate Managing Director of University Student Housing. Additionally, the intern may have the opportunity to attend other worthwhile meetings and assist with the summer conference program.

The Training and Recruitment Intern is a vital member of the residence hall community and the University Student Housing Staff. The intern is expected to work with the Graduate Hall Coordinators, Residence Life Coordinators, Managers’ for Residence Life, Assistant Directors of Residence Life, and other departmental staff in the development, implementation, and management of learning initiatives for the entire Residence Life operation.

The intern will attend departmental staff meetings and may have the opportunity to attend other meetings with conference stakeholders and university officials. Additionally, the intern may serve on departmental committees, task forces, or assist with collateral assignments to create and implement intentional experiences that support the department and university mission (assigned by supervisory personnel).

**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.

The Training and Recruitment 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 Training and Recruitment 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, 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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