Welcome Center
Job Description for University Student Housing at Texas Tech University

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 Welcome Center Intern, as an educator, works with Student Housing Professionals to assist in achieving our mission and goals. As a member of University Student Housing, the Welcome Center Intern will assist in various areas of Student Housing, which could include the development of potential process improvement steps, assignments, tours, etc.

Essential Functions
Essential functions or fundamental job responsibilities for the position of Welcome Center Intern include having the ability to: (1) work at the Welcome Center 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 tours; (6) work with the Housing Compliance team to validate possible off campus exemptions; (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 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 Welcome Center area; 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; computer; credit card equipment; and cash handling.

Goals of the Internship
Texas Tech University will provide the Welcome Center Intern with experiences in various facets of University Student Housing. These experiences may include: residence education 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); Housing Tours; and summer conferences. University Student Housing’s goal is to provide the Welcome Center 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 Welcome Center Intern is supervised by the Assistant Director for Assignments, Contracts and Client Relations.

The Welcome Center Intern will assist with various summer assignments, including summer conferences, and New Student orientation. Job duties may include: assisting with check-ins and check-outs; assisting with presentations; assisting with setting-up and hosting of information tables; room assignments; creating signage; direct or indirect supervision of student paraprofessionals; and assisting the Assistant Director for Assignments, Contracts, and Client Relations. The Welcome Center Intern may also work with student/parent orientation, thereby having the opportunity to meet and talk with partners and departments from all areas of the university. Specific expectations will be outlined by the intern’s supervisor at the onset of the internship.

The Welcome Center Intern is a vital member of the residence hall community and the University Student Housing Staff. The intern is expected to work with the Associate Director for Client Relations, Marketing, and Information Technology; Assistant Director for Assignments, Contracts, and Client Relations; Housing Advisors, Student Ambassadors; Student Housing Coordinators; and visiting guests. 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 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. The Welcome Center prefers a candidate who would be available most of the summer but, will consider specifics needs of any candidate.

The Welcome Center 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 Conference Services 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:**

Audrey Batista  
Manager for Recruitment and Staff Orientation  
Texas Tech University  
Box 41141  
Lubbock, Texas 79409-1141  
Email: housing.acuho-i.internships@ttu.edu  
Phone: (806) 834-8967  
FAX: (806) 742-0149.

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