Residence Life ACUHO-I Internship – Conference Services
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.

The Conference Services 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 Conference Services Intern will assist in various areas of residence life, which may include assisting with guests’ needs and concerns, collaborating with campus partners, or providing feedback to improve our processes.

Essential Functions
Essential functions or fundamental job responsibilities for the position of Conference Services 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 emergency; (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 communication includes 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 Conference Services Intern with experiences in various facets of student housing/residential life. These experiences may include residence education operations, central office and administrative functions, and assisting with Red Raider Orientation (students and family) and Summer Conference Services. The Conference Services Intern may be required to attend formal and informal meetings with leaders from The Division of Administration and Finance, The Division of Enrollment Management & Student Affairs and University Student Housing.
The Office of Residence Life’s goal is to provide the Conference Services 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 to 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 Conference Services Intern is supervised by the Manager for Conference Services with access to the Assistant Director.

The Conference Services Intern will assist with various summer assignments, including summer conferences and Red Raider Orientation. Job duties may include assisting with check-ins and check-outs, facilitating presentations, conference guest room assignments, cross-training and working with housekeeping for building turnovers, coordinating final details for camps and conferences with clients, creating signage, providing direct or indirect supervision of student paraprofessionals, which may include student Conference Staff, and assisting the Manager for Conference Services. The 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. The Intern will also be responsible for ongoing student paraprofessional recognition including our end of summer recognition event. Specific expectations will be outlined by the Intern’s supervisor at the onset of the internship. (This position is similar to a traditional Residence Life summer conference and orientation position).

The Conference Services 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 the Senior Associate Managing Director for 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 conference stakeholder meetings, and may have the opportunity to attend other meetings with 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 intern must be available for work beginning May 31 and remain through August 5. These dates are necessary for the success of our conference program.

The Conference Services 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 kitchen, ethernet connections and basic cable television service. 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 & 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

*Revised 12/15*