Student Housing ACUHO-I Internship – Information Technology
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 Information Technology 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 Information Technology Intern will assist in the development and support of software and hardware information technology solutions.

Essential Functions
Essential functions or fundamental job responsibilities for the position of Information Technology Intern include having the ability to: (1) work at the University Student Housing Information Technology 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; and (6) 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) prepare written documents and diagrams needed in the daily operation of managing the Information Technology area; and (2) communicate effectively, both orally and in written manner, with residents, parents, visitors, faculty, and staff.

Goals of the Internship
Texas Tech University will provide the Information Technology Intern with experiences in various facets of University Student Housing. These experiences may include: software design, development, and documentation; and formal and informal meetings with leaders from University Student Housing. University Student Housing’s goal is to provide the Information Technology Intern with an overview of Information Technology in University Student Housing at Texas Tech University while allowing for active participation and feedback from the intern. By spending time with 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. 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 Information Technology Intern is supervised by the Software engineer from the University Student Housing Information Technology area.

The Information Technology Intern will assist with various tasks, ranging from web and software development to support of vendor systems and hardware workstation technologies. Job duties may include: creating documentation of existing software systems; modifying existing solutions; helping to move, install, configure, remove, and surplus hardware equipment; managing periodic announcements about technology changes; writing or altering reports; organizing data; and performing server maintenance and support. Specific expectations will be outlined by the intern’s supervisor at the onset of the internship.

The intern is expected to work with the Associate Director for Client relations, Marketing, and the Welcome Center; Assistant Director for Assignments, Contracts, and Client relations; Housing Advisors, Student Ambassadors; Housing Community Advisors and Student Assistants; Hall Secretaries; residence life and Graduate Hall Coordinators; Financial and Human Resources staff; Student Housing Coordinators; and visiting guests. The intern will attend departmental staff meetings and may have the opportunity to attend other meetings with other University stakeholders and 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 technology field such as Software or Computer Engineering, Business or Competitive Intelligence, Management Information Systems, or related graduate program with an expressed interest in Housing/Residence Life will be given first consideration. The Information Technology team prefers a candidate who would be available most of the summer but, will consider specifics needs of any candidate.

The Information Technology 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.
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Remuneration
The Information Technology 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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