General Information

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 Student Leadership 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 Student Leadership 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 position of Student Leadership 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 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 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 Student Leadership Intern with experiences in various facets of student housing/residential life. 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); and summer conferences. The Office of Residence Life’s goal is to provide the Student
Leadership 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 Student Leadership Intern is supervised by the Assistant Director for Student Leadership Development, and is well suited for individuals with an interest in student leadership, civic engagement, or student activities.

While direct contact with student leaders will be somewhat limited, the intern will work on significant projects that directly and significantly benefit Texas Tech students. Project areas will be centered on leadership development, student recruitment, and Community Service integration. Projects may include: assisting in the development of Service Week, coordination of Complex Council executive recruitment and creation of election advertisements, assisting with the development of the annual Complex Council retreat, and development of the annual REAL: Raiders Educated About Leadership workshop schedule. The intern will also serve on summer task forces and working groups.

The Student Leadership 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 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, Student Activities, or Civic Engagement will be given first consideration.

The Student Leadership 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.
Residence Life ACUHO-I Internship –
Student Leadership
Job Description for
University Student Housing at Texas Tech University

Remuneration
The Student Leadership 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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