Housing Intern

General Description:
This position is designed to be the summer point person for customer service within each of the residential areas. The Housing Intern will serve as a liaison between summer camp and conference groups and Residence Life Conference Assistants (CA) and will work with professional Hall Director staff to coordinate processes that occur in the residential areas throughout the summer. The Housing Intern will live on campus to ensure that the needs of the residents and camp coordinators are being met. The Housing Intern will lead a team of 5 Conference Assistants that will provide service to residents and camps in all residential areas. Truman houses approximately 15-20 camp and conference groups per summer. The Housing Intern will also work with the Residence Life central office to lead tasks throughout the summer in preparation for fall student staff training and opening the residence halls in the fall semester. This position is a 30 hour per week position and will be directly supervised by the Coordinators of Residence Life.

Duties and Responsibilities:

- Serve as the central contact for camp and conference needs on campus.
- Serve as point person while on call for problems, lockouts, and emergencies.
- Coordinate check-in and check-out processes with camp and conference groups at the beginning and end of each camp/conference stay.
- Serve in duty rotation with CAs throughout the weekdays and weekends that camps and conferences are in session.
- Lead team meetings for CAs weekly and assign tasks daily.
- Serve as liaison between CAs, Res Life Professional Staff, and Facilities personnel by meeting regularly with each to coordinate project completion.
- Coordinate hall preparations prior to the arrival of each summer group, including coordination of key check-out process.
- Coordinate supplies and furnishings in the residence halls as needed for camps or conferences.
- Maintain records of camps and conferences using conference software for billing purposes.
- Assist Coordinator of Student Life and Development with student staff fall training planning and preparations.
- Work with all Residence Life staff to prepare residence halls for opening in the fall.
- Other duties as assigned.

Duty Schedules:
The Housing Intern will share duty responsibilities with the CAs with one individual always on call for each weekday and each weekend. A schedule will be established during CA training for June and July. The summer staff member on duty will carry a cell phone with him/her at all times when on duty, and will give the phone to the next person the following day after duty ends.

Remuneration:
The Housing Intern will receive a $2000 stipend and full room and board for their work. Meals will be provided when dining services are not open. Dates: May 19th – August 8th