



## **Housing Operations Summer Intern Position Description**

### **Qualifications**

- A. Must be a Loyola University Maryland student in good academic & conduct standing.
- B. Intermediate to advanced computer and technical skills.
- C. Working knowledge of Microsoft Office applications.
- D. Ability to demonstrate an understanding of the unique aspects of the University living experience.
- E. Strong organizational and interpersonal skills and the ability to interact with individuals from diverse backgrounds.
- F. Knowledge about various college student experiences and challenges.
- G. Strong leadership skills with the ability to motivate peers.
- H. Ability to maintain confidentiality and sensitive information.

### **Responsibilities**

- A. Utilize the housing management software (StarRez) to complete medium-complex tasks/projects.
- B. Coordinate the arrival of over 1,100 fall early arrivals, both individual and groups. Serve as primary liaison for Loyola offices requesting student early arrivals.
- C. Serve as the primary point of contact for all first-year students and early arrival students.
- D. Manage multiple office related email accounts and phones.
- E. Coordinate the collection, cataloging, and redistribution of all residence hall keys and serve as a point of contact for Event Services/Summer Conferences staff.
- F. Track all billing for key and early arrival related issues.
- G. Work with Access Control to develop a timeline for student swipe access.
- H. Support students and parents with transition to college, answering questions by phone and email.
- I. Assist with completing student assignments for summer housing and the 2020-2021 academic year.
- J. Facilitate presentations at New Resident Orientation sessions and Training Sessions for staff and campus constituents.
- K. Assist in overseeing residence hall servicing, upkeep, maintenance, and stocking.
- L. Attend all staff and individual meetings as scheduled.
- M. Participate in a performance evaluation process that will take place at the end of the summer.
- N. Work in the Student Life office for approximately 25-35 hours between 8:30am to 5:00pm Monday through Friday; maintain a flexible schedule during the month of August to support pre-fall / early arrivals.
- O. Other duties and assignments as assigned.

### **Terms of Employment**

- A. The Housing Operations Summer Intern employment period starts on May 10, 2020 and ends on September 4, 2020.
- B. The Housing Operations Summer Intern is expected to adhere to all University policies. Any violation of University policy shall result in probation or termination of employment.

### **Remuneration**

- 1. The Housing Operations Summer Intern shall be paid an hourly rate of \$11.00 an hour.
- 2. The Housing Operations Summer Intern will be housed in furnished apartment with utilities, cable, and internet and on-site parking.

### **How to Apply**

- 1. Complete the online application
- 2. Attach your resume to the online application form.

*Please contact Arienne Milkles, Associate Director of Student Life for Recruitment and Staff Development, at [SLjobs@loyola.edu](mailto:SLjobs@loyola.edu) for any questions regarding this position and selection process.*