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
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 Milkses, Associate Director of Student Life for Recruitment and Staff Development, at SLjobs@loyola.edu for any questions regarding this position and selection process.