



STUDENT
AFFAIRS

Housing & Residence Life

Summer 2024 Conference Housing Assistant Timeline and Checklist

The Office of Housing and Residence Life (HRL) is excited that you have an interest to work with us during the summer! The TCU HRL Conference Housing Assistant (CHA) program offers a student leadership experience for undergraduate students seeking to make a positive impact on our summer conference guests in the residence halls.

Below you will find more information related to the process, timeline, and checklist to guide you. We encourage you to read the information thoroughly and reach out if you have any specific questions. We wish you all the best, and we look forward to connecting with you through this selection process!

For the full position description visit the [HRL Work With Us](#) website.

How to Apply:

- Attend a Mandatory Info Session:** All candidates must attend an information session to learn more about the position and determine if this is something you should pursue. You will have time to meet members of the selection team, learn about the position, and learn about the upcoming selection process.
 - **Monday, March 25, 2024 @ 12:00 p.m. (MSQ Private Dining)**
 - **Tuesday, March 26, 2024 @ 7:00 p.m. (<https://tcu.zoom.us/j/93982059233>)**
 - **Wednesday, March 27, 2024 @ 8:15am (Carter Tech)**
- Complete the Online Application:** Complete the [Summer Employment Application](#) no later than **Sunday, March 31, 2024.**
- Invitation to Interview:** Successful candidates will be invited to an in-person interview experience **Tuesday, April 2, 2024 – Friday, April 5, 2024.**
 - Staff will check application materials, position requirements and your eligibility prior to sending you information about interviews if you are eligible to move to this round.
 - Information for interviews will be emailed to you after applications are closed.
- CHA Notification:** All candidates will receive their decision letters no later than **April 10, 2024**, and must accept or decline their offer by **Sunday, April 14, 2024.**

Failure to complete any part of the application or selection process requirements will remove you as a candidate for consideration.

Questions about this process? Contact Mishana Green at mishana.green@tcu.edu.