



FrogJobs Number: 00000
Department: Housing and Residence Life
Position: Conference Housing Assistant (CHA)
Start Date: May 20, 2024

Duties and Essential Job Functions:

- Provide purple carpet customer service for all conference guests and staff
- Assist in creating a physical community where conference guests feel known and cared for
- Assist with welcoming conference guests to the community during move in and move out
- Develops and implements systems for community facility operations and key management
- Collect information from conference guests for community facility concerns
- Complete lockouts for assigned conference guests
- Coordinates community Safety Checks with Hall Director and collects information from staff for follow-up
- Report and address concerns while serving on call
- Complete weekly desk logs and all other administrative duties under the direction of their supervisor
- Participate in all hall preparation (included but not limited to building walk through and key preparation)
- Staff the Moncrief desk between the hours of 9:00 am – 11:00 pm (including evenings and weekends)
- Participate in the duty rotation throughout the summer, including weekends and holidays
- Maintain positive working relationships with all conference guests and staff
- Attend weekly staff meetings and individual meetings (1-on-1s) with their supervisor
- Attend and actively engage in training and development events

Requirements:

- Must be an enrolled undergraduate student at TCU for the upcoming Academic year
- Must be an undergraduate living in TCU housing
- Must maintain a 2.75 cumulative GPA and be in good academic standing
- Must be in good judicial standing with the University and the department of Housing and Residence Life
- Student account must be in good financial standing
- Must live on campus for the entire term of employment
- Must work a minimum of 20 hours a week (including evenings, weekends and holidays)

Preferred Skills:

- Customer Service
- Teamwork
- Critical Thinking
- Diversity and Inclusion
- Administrative
- Communication

Remuneration:

- The position is based on 20 hours of work a week
- Full room credit of single room based on availability in assigned residential area
- Full meal plan credit for assigned staff meal plan
- Monetary stipend totaling \$2,400 dollars paid bi-weekly based on the TCU pay schedule (Summer Trainings, Cell Phone Stipend, and Summer Pay)