



Department: Housing and Residence Life

Position: Summer Housing Student Assistant

Dates: May 13, 2024 – August 16, 2024

Hours of Operation Monday – Friday, 8:00 AM – 5:00 PM

Duties and Essential Job Functions:

- Creates an office environment where stakeholders feel heard and cared for through Purple Carpet Service
- Maintains positive working relationships with residents, parents, office staff, and campus partners
- Complete administrative and daily operations duties and under the direction of Housing staff
- Screen and direct phone calls to the Central Office Staff, Hall Directors, and campus partners
- Filter and file resident correspondence in the StarRez database
- Sort and deliver mail or packages to Central Office Staff and Hall Directors
- Supports Central Office Staff with administrative tasks and student follow-up
- Engage in formal and informal evaluations conducted by the supervisor
- Attend and actively engage in all staff training and development events
- Monitor and interact with Housing Student Assistant TCU Online (D2L) platform for weekly updates and instruction
- Participate in priority HRL events (included but not limited to opening/closing procedures and housing selection/allocation days.)
- Adhere to the dress code and issued uniform.
- Other duties as assigned

Requirements:

- Must be an enrolled undergraduate student at TCU during the application process
- 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

Preferred Skills:

- Leadership
- Teamwork
- Critical Thinking
- Career & Self Development
- Communication
- Professionalism
- Diversity & Inclusion
- Initiative
- Customer Service

Remuneration:

- The position is based on 10 hours of work a week
- Biweekly payment at \$10 per/Hour
- Summer staff housing assignment
- Summer staff dining plan