



STUDENT
AFFAIRS

Housing & Residence Life

Summer 2025 Event Housing Liaison 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 Event Housing program offers a student leadership experience for undergraduate students seeking to make a positive impact with campus guests and future students.

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:

- ☐ **Complete the Online Application:** Complete the [Summer Employment Application](#) no later than **Sunday, April 13, 2025**.
- ☐ **Invitation to Interview:** Successful candidates will be invited to an in-person interview experience **Wednesday, April 16, 2025 – Thursday, April 17, 2025**.
 - o 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.
 - o Information for interviews will be emailed to you after applications are closed.
- ☐ **Notification:** All candidates will receive their decision letters no later than **April 21, 2025**, and must accept or decline their offer by **Wednesday, April 23, 2025**.
- ☐ **Preservice/Orientation:** All new staff must attend preservice/orientation held on **Friday, April 25, 2025**, from 3:00 pm to 5:00 pm (Invitation will be sent to those who are offered positions.)

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 Cori Middleton at cori.middleton@tcu.edu