



**Department:** Housing & Residence Life (HRL)

**Position:** Summer Event Housing Intern

**Spring Support/Planning:** February 23, 2026 – May 10, 2026 (up to 5 hours/week)

**Summer Operations:** May 11, 2026 - July 31, 2026 (30 hours/week)

As a Summer Event Housing Intern, you'll be at the heart of TCU's residential experience, orchestrating seamless housing operations for Collegiate Interns, residential camps and conferences, Orientation, and Frog Camp. From building and mentoring a team of 18 Event Housing Liaisons to solving real-time challenges and creating welcoming environments for thousands of guests, you'll gain hands-on leadership experience that shapes the summer for our entire campus community. Evening and weekend hours are required. This position reports to a Hall Director over Summer Event Housing. **Please complete the [application](#) by Friday, November 21<sup>st</sup> at noon.**

### **Duties and Essential Job Functions**

#### *Summer Housing Management*

- Lead the summer event housing experience by managing check-ins/outs, conducting facility walkthroughs, coordinating key audits, and facilitating pre-conference meetings alongside your Hall Director supervisor
- Create memorable first impressions by delivering exceptional customer service: answering questions promptly, relaying important messages, and anticipating conference attendee needs
- Build collaborative partnerships with campus partners (University Events, ID Center, Dining, etc.) to ensure every residential camp and conference runs smoothly
- Be a go-to problem solver by participating in after-hours emergency on-call rotation, ensuring camps and conferences have 24/7 support
- Enhance the student experience by supporting Orientation and Collegiate Intern programs, helping new students and summer-long guests feel at home in the residence halls

#### *Residence Hall Programming/Community/Mentorship*

- Build a dream team by actively participating in the hiring process for 18 Event Housing Liaisons
- Shape the summer housing experience by contributing ideas and insights during spring semester Summer Event Housing Committee meetings
- Empower your team by designing and delivering engaging training sessions that prepare EHLs for success
- Orchestrate team operations by designing duty and desk schedules that keep your summer staff running smoothly
- Develop emerging leaders by mentoring 6-9 EHLs through regular one-on-ones and staff meetings with Hall Directors

### **Required Qualifications**

- Current or former HRL student staff member with knowledge of HRL policies and procedures
- Current enrolled TCU student, preferably junior or senior status (if graduating in May 2026, must be able to commit to the entire summer)
- Must be in good academic (at least 2.75 GPA), judicial, and financial standing with the University and department of Housing and Residence Life
- Written and oral communication
- Leadership and mentorship
- Interpersonal skills
- Effective team member participation
- Willingness to learn

### **Conditions of Employment & Compensation**

- Employment dates are February 23, 2026 – July 31, 2026
  - February 23, 2026 – May 10, 2026: Spring Support/Planning up to 5 hours/ week at \$12.50/hour
  - May 11, 2026 - July 31, 2026: Summer Event Housing Operations up to 30 hours/week at \$4,500 for the summer; includes full room credit of single room based on availability in assigned residential area and full meal plan credit for assigned meal plan
- Summer Event Housing Interns are expected to comply with all university and conference policies and are required to live on campus during the employment period
- Additional employment and coursework during the term of appointment is prohibited, unless you are taking coursework toward an internship credit