Department: Housing and Residence Life

Position: Summer Event Housing Intern

Spring Start Date: February 8, 2027 – May 14, 2027 (up to 5 hours/week)

Summer Operations: May 17, 2027 – July 30, 2027 (30 hours/week)

Duties and Essential Job Functions:

- Lead the summer event housing experience by managing check-ins/outs, conducting facility walkthroughs, coordinating key audits, and facilitating pre-conference meetings alongside your supervisor
- Create memorable first impressions by delivering exceptional customer service, like answering questions promptly, relaying important messages, and anticipating conference attendee needs
- Build collaborative partnerships with campus partners to ensure every residential camp runs smoothly
- Be a proactive problem-solver by participating in after-hours emergency on-call rotation, ensuring summer guests have 24/7 support
- Actively participate in the hiring process for twelve (12) Event Housing Liaisons (EHL)
- 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 for summer staff
- Develop emerging leaders by mentoring four (4) EHLs through regular one-on-ones, team meetings, and staff meetings with Hall Directors
- Conduct formal and informal summer evaluations and feedback opportunities for EHL staff

Requirements:

- Must be a current or former HRL student staff member with knowledge of HRL policies and procedures
- Must be an enrolled undergraduate student at TCU (if graduating in May 2027, you must be able to commit to the entire employment date range)
- Must currently have a 2.75 cumulative GPA and be in good academic standing
- 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

Preferred Skills:

- Leadership and mentorship
- Teamwork
- Written/Oral communication
- Interpersonal skills
- Willingness to learn
- Professionalism

Remuneration:

- February 8, 2026 – May 14, 2027: Spring Support/Planning up to 5 hours/ week at $12.50/hour
- May 17, 2026 - July 30, 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