GENERAL STATEMENT
The Conference Housing Interns are an integral part of the University of Notre Dame’s summer program as administered by the Office of Housing. As members of the University staff, Conference Interns are responsible for the operations that support the important role of residence hall life for conference guests visiting the University. The Conference Interns work with guests and organizers for Graduate Programs, Sports Camps, High School/Pre-College Programs, and Conference Guests from across the University, United States, and the world.

Because the Conference Housing Interns have extensive contact with Notre Dame students and University guests, they necessarily serve as liaisons and resource persons. They must assist in establishing an environment in the residence halls that is supportive of the educational and professional objectives of the conference guests as well as of the University.

As University representatives, the Conference Housing Interns must always conduct themselves in an honest, conscientious and professional manner. They are expected to support, enforce, and personally abide by all University and Housing regulations and policies as outlined in du Lac, the student handbook, and to interpret them as necessary.

QUALIFICATIONS
- Completion of a Bachelor's degree required. Post-baccalaureate education in College Student Personnel, Higher Education Administration, or related field is preferred.
- Previous residence hall staff experience is desired.
- Preferred availability for summer work assignment is the afternoon of Sunday, May 15 – Sunday, July 31. Limited flexibility for time away from campus during the summer is available.

SPECIFIC RESPONSIBILITIES

Administrative Responsibilities
1. Work with summer hall staff to maintain an environment conducive to communal living.
2. Oversee the management of 8-11 residence halls throughout the summer. Each hall will be staffed and managed by a Hall Manager.
3. Directly supervise and evaluate 8-11 summer Hall Managers. Indirectly supervise 2-6 Assistant Hall Managers and 20-25 Desk Clerks. This supervision will focus on the fulfillment of the terms of their duties as well as the policies, procedures, and expectations of the Housing Office and the University.
5. Be regularly available on campus during business hours of the University and other times as necessary. Conference Housing Interns maintain regularly scheduled office hours.
6. Maintain an on-duty presence during nights and weekends for all conference halls along with the other Conference Intern.
7. Develop procedures of operation that encourage cooperation and a good working relationship between conference staff, guests, Building Services, Maintenance, and other University personnel.
8. Assist in the development and maintenance of Residential Management System (RMS).
9. Confer regularly with the Housing staff about concerns for individuals and/or groups.
10. Maintain availability/accessibility to University staff and guests.
11. Work closely with the summer housing process to maintain accurate summer housing rosters and reports.
12. Assist with bi-monthly payroll procedures for student staff.

University Policy Responsibilities
1. Interpret University and departmental policies and procedures to staff/guests and oversee enforcement in residence halls.
2. Advise and support hall staff in matters of conduct for University expectations of guests.
3. Properly prepare and follow through on reports regarding compliance with University policy.

Staff Development Responsibilities
1. Assist with the design and implementation of orientation for summer residence hall staff.
2. Plan and conduct weekly meetings for summer hall staff assigned to the hall.
3. Provide staff development/bonding opportunities throughout the summer for the over 100 summer staff employees.
Professional Development Responsibilities

1. Work closely with Housing administrators on office programs and projects (research, hall staff training, summer conferences, room assignments, etc.).
2. Complete other duties as assigned by Housing staff.
3. Participate in “Friday Article Lunches” with the intern cohort.
4. Attend scheduled meetings with various campus partners.

CONDITION OF EMPLOYMENT

The Conference Housing Interns are expected to be on campus during the length of their contract (the afternoon of Sunday, May 15 – Sunday, July 31) with some limited flexibility available. They must schedule and complete an exit appointment with the Housing staff to turn in keys, billable damages, cell phone, and any other administrative materials. Any additional employment by the Conference Housing Interns during their term of appointment is prohibited.

COMPENSATION

The Conference Housing Interns are provided with a furnished on-campus apartment, reserved parking, use of campus facilities (including recreation and library facilities), a meal plan during Summer Session with Domer Dollars to be used at other on-campus dining establishments, and hourly pay of $10.25 with the expectation of a 40 hour work week for the duration of the contract.

For more information, please visit http://housing.nd.edu/internship.