Summer Residence Life Intern Job Description

The Summer Residence Life Intern position begins Saturday, May 11, 2019 and ends Sunday, August 18, 2019. Candidates who can work until September 4, 2019 are strongly encouraged to apply.

Compensation
Room and Board
Office Work – Approximately $12 an hour

Job Responsibilities:
*Housing assignments in The Housing Director program*
- Administer and organize first-year student housing preferences from Residence Life Information Form
- Post Room Draw Change form assignments
- Assignments for new transfers, readmits, visiting students and Ada Comstock scholars
- Inventory all keys from spring and coordinate with lockshop
- Roommate matching for entering students

*Phone/Email Correspondence*
- Knowledgeable about Smith rules and regulations
- Good understanding of Smith housing culture
- Handle phone calls and respond to emails from reslife@smith.edu account
- Correspond with new and returning students, in addition to possibly corresponding with parents
- Phone and email correspondence consistent throughout summer with emphasis on etiquette

*Summer Housing Assignments and Responsibilities*
- Assist coordination of assignments for current and incoming students each week
- Send weekly updates and custom reports in summer housing database
- Send weekly email updates to students moving in and moving out
- Keep up-to-date with new summer housing applications and dates of occupancy
- Coordinate with Summer HR/HC students arriving and departing each week
- Help coordinate weekly keys and OneCard access for all summer housing
- Bill for lost keys
- Assist with house programming
- Assistance with key kiosk distribution and collection of keys
- Administer OneCard access in ocweb program

*General Job Expectations*
- Meet weekly with Assistant Director of Residence Life
- No more than 1 week away is permitted during contracted period (entire summer)
- Develop a consistent work schedule with Assistant Director of Residence Life
- Support programming efforts of summer HR and HC
- Cover for summer HRs and HCs when needed