Office of Residence Life  
Reuter Hall Administrative Processes Intern  
Position Description

POSITION SUMMARY
The Reuter Hall Administrative Processes Intern (API) is an integral component to the ongoing operation of Reuter Hall. The API works directly with the Reuter Hall Director to create, maintain, track, and implement many processes. The API will collaborate with the Reuter Hall Director, Resident Assistants, and Desk Coordinator to ensure that each process is executed accurately.

JOB SKILLS
While performing the functions of the Administrative Process Intern, the Intern will practice and refine the following skills:

- Written and oral communication with various constituents and team members
- Use of electronic resources for data management, tracking, and process improvement
- Consideration of the varying needs of international students and domestic students
- Understanding of effective use of employee time and talent with appropriate management practices
- Ability to use project management knowledge for long term and short term projects
- Effective use and maintenance of resources including facilities, budgets, and supplies
- Marketing of on-campus living

COMPENSATION AND CONTRACT DATES
The API will be paid at rate of $9.00/hour. On average, the API will work 6-10 hours per week. There will be some weeks where more hours are required (hall opening, room changes before Winter Break, etc.) and some weeks where less hours are required. The API will work around 120-160 total hours each semester.

The Intern is encouraged to work with UWL Career Services to use this internship to earn academic credit.

Job Responsibilities will begin August 20, 2018 and will continue through May 24, 2019. (If the API is living on campus during the 2018-19 Academic Year, arrangements will be made to allow them to extend their housing contract to include all working days.)

JOB RESPONSIBILITIES
(1) Occupancy and Room Change Management  
(2) Facilities  
(3) Team Communication and Support  
(4) Move In Preparation  
(5) Administrative Responsibilities

(1) Occupancy and Room Change Management
- Assist in setting up room check in process at the beginning of each semester  
- Assist in setting up room check out process at the end of each semester  
- Assist in regulating and coordinating Star Rez inventory process  
- Coordinate collection and management of Apartment Agreements  
- Coordinate communication and process for room changes as they occur during the year  
- Communicate with student staff about their role in any room change, check out, or check in  
- Assist the Office of Residence Life in coordinating Reuter Open Houses prior to housing sign up  
- Assist with May check outs, alongside RAs/DC

(2) Facilities
- Coordinate and track wellness and safety checks  
- Communicate with residents who have a concern arise during wellness and safety checks  
- Create and send out weekly bathroom cleaning emails  
- Re-core mailboxes when lost keys arise  
- Track and update key inventories

(3) Team Communication and Support
- Develop a working relationship with the Hall Director, student staff members, as well as with the Housekeepers  
- Attend weekly Reuter Staff Meetings (as needed)
c. Meet weekly 1-1 with the Hall Director

(4) Move In Preparation
   a. Coordinate International Student arrivals and distribution of bed-in-a-boxes
   b. Plan International Student Orientation
   c. Serve as the Reuter Hall Move-In Crew Chair

(5) Administrative Responsibilities
   a. Coordinate International Student Storage
   b. Update and track building inventories
   c. Coordinate loft check outs
   d. Coordinate reservations (conference room, fire pit, etc.)
   e. Establish and maintain office hours – located behind the Reuter Front Desk
   f. Visit the Office of Residence Life daily (Monday-Friday) to deliver mail, pick up items, etc.
   g. Copy, collate, shred, etc. of documents in the Office of Residence Life
   h. Create and distribute hall-wide emails per the request of the Hall Director
   i. Assist Desk Coordinator in preparing for breaks with appropriate signage (Thanksgiving, Winter, Spring)
   j. Maintain Registered Bulletin Board in lobby
   k. Other duties as assigned

To Apply:
Submit a resume and cover letter to the 2018-2019 Reuter Hall Director, Megan Pierce, at mpierce@uwla.edu by 11:59PM on Monday, March 5, 2018.