Description
UT Dallas is seeking to fill five positions for the Residential Camps & Conference Services (RCCS) assistant coordinator role (summer intern). This is a live-in, full-time, temporary position that shares responsibility with other temporary and full-time staff members serving as leaders for a comprehensive residential summer camp and conference program. RCCS hosts approximately 4000 guests each summer. RCCS assistant coordinators report directly to a Residential Life coordinator and have access to all levels of professional housing staff.

Responsibilities Include
• Serve as primary contact for assigned camp or conference groups.
• Manage administrative duties for assigned camp and conference groups, including, but not limited to, room assignments, card access, room reservations and set up, linen reservations, paperwork, record keeping and check-in and check-out facilitation.
• Maintain on-call hours for assigned camp or conference groups.
• Co-supervise a 400-600 bed residence hall and directly supervise 8-10 conference assistants.

Preferred Qualifications
• Bachelor’s degree preferred. Undergraduate scholars with prior student life experience may be considered.
• Prior leadership experience preferred.
• Prior housing experience preferred.

Benefits
• $3,580 stipend (total), paid incrementally on June 1, July 1, Aug. 1 and Sept. 1.
• Private, furnished bedroom in an apartment, with a full kitchen, washer/dryer, internet, cable and all utilities paid.
• Parking and a limited summer meal plan is provided, as well as membership to the UT Dallas Activity Center.

What You Will Gain
• Weekly professional development opportunities
• Resume workshops and mock interviews
• Opportunity to participate in mock “The Placement Exchange” (TOE) with other universities in the SWACUHO region.
• Opportunity to attend the SWACUHO “Drive-In” conference for ACUHO-I interns.
• Experience supervising a diverse and academically-focused student staff.
• Experience working with a diverse customer base to provide communications and customer service.
• Networking opportunities with professionals at all levels within UT Dallas Student Affairs.
• Project management experience.
Dates
May 13 - August 1, 2022

Work Schedule
40 hours per week, including on-call responsibilities. Some nights and weekends required.

To Apply
Email a cover letter and resume to rccs@utdallas.edu
Interviews will occur virtually starting March 14, 2022.
Questions? Email rccs@utdallas.edu

About UT Dallas
The University of Texas at Dallas is an innovative institution in the heart of North Texas. UT Dallas has grown since its founding in 1969 to include rigorous academic programs, with cutting-edge curricula serving a variety of undergraduate and graduate student interests. With a total enrollment of more than 27,600, UT Dallas also has 440 National Merit Scholars and one of the highest average SAT scores for entering freshmen among Texas public universities.

UT Dallas is also ranked #1 in the United States among universities founded less than 50 years ago, according to the 2017 Young University Rankings report from Times Higher Education. UT Dallas has also been recognized as one of the best values among public universities in the U.S. by Kiplinger’s Personal Finance and Money Magazine.

The University continues its original commitment to providing some of the state’s most-lauded science and engineering programs and has also gained prominence for a breadth of educational paths, from criminology to biomedical engineering to arts and technology.

Items to Consider
UT Dallas is located in Suburban Richardson, Texas, about ten miles north of the city of Dallas. While limited public transportation does exist in the area, we highly recommend bringing a vehicle to utilize during your internship in order to explore the Dallas Fort Worth Metroplex and the surrounding North Texas area.